

# Schoolcraft Community Schools



## Support Staff Handbook

## Introduction

The Board of Education, Schoolcraft Community School District (hereinafter referred to as the District), recognizes that the individuals employed by the District constitute the most important resource for effectively conducting a quality educational program. Important contributions are made to a successful educational program by both professional and support staff employees. The District functions best when it employs highly qualified staff, conducts appropriate staff development activities, and establishes policies and working conditions which enable each staff member to make the fullest contribution to the District's programs and services. It shall be the policy of the Board to select the most qualified teaching and support personnel available.

The Schoolcraft Community Schools Support Staff Handbook is intended to provide the framework for the expectations of the District, as well as of the support staff employees, with regards to working conditions and working relationships. This is to be a working, living document, subject to adjustment and refinement as conditions and circumstances dictate. Most questions related to working requirements and conditions will be answered on the pages that follow. Employees are encouraged to familiarize themselves with the information contained herein and to use this document as a reference as questions arise.

The District takes great pride in the cooperative, collaborative working environment that exists within the District among all groups of employees. This environment can be maintained only through constant, positive communication between employees and administrative personnel within the District.

Each employee of the District represents the school in the eyes of the public at large. Who we are collectively is the result of who we are individually. It behooves each employee to reflect positively on the District at all times. Doing so will provide strong support in the maintenance of the reputation for excellence for which the Schoolcraft Community Schools have become known.

### ***Mission Statement***

*Educating and empowering each student to be successful in life*

### ***Vision Statement***

*In partnership with families and community, we will be a culture of excellence where learning thrives and each student has the knowledge, skills, and core values to be a positive global influence.*

### ***We Care***

*Compassion, Embracing Diversity, Focus on Family and Healthy Lifestyle, Respect, Learning*

### ***We Share***

*Responsibility, Commitment, Accountability*

### ***We Dare***

*Integrity, Courage, Excellence, Perseverance, Innovation*

The provisions in this handbook do not constitute an employment contract between the District and the employee. The District is an at-will employer. This means that an employee may terminate employment at any time and for any reason or no reason and the District may terminate an employee's employment at any time and for any reason or no reason.

The job classifications covered in this handbook include those employees regularly employed by Schoolcraft Community Schools and Third Party Vendor, which includes but is not limited to the following positions:

- Maintenance and Grounds Worker
- Custodians
- Maintenance
- Technology Paraprofessional
- Food Service Director
- Food Service Worker
- Bus Drivers
- Lead Driver/Transportation Coordinator
- Bus Aide
- Paraprofessionals (includes Special Ed, Instructional, Playground, Media, Eagle Zone, etc)
- Administrative Assistants

Job titles may change at the discretion of the Superintendent, and will be covered by the handbook. The handbook will cover other positions as determined by the District.

The handbook applies to all employees listed in the above positions. The handbook excludes substitute and temporary employees.

Years of employment service are determined based on the number of years the employee is regularly employed in any capacity within the District. Work performed as a substitute employee will not be considered when determining years of employment service.

It is the employee's responsibility to familiarize himself/herself with the Schoolcraft Board of Education policies and guidelines and rules established by the administration, which are available for review on the District web site.

The contents of this handbook may only be changed by the Superintendent and Board of Education. We ask that you read this handbook carefully to fully understand the employment expectations. If you have any questions about this handbook, please contact your supervisor.

## **Anti-Harassment - Title VI, Title IX, Section 504, Title II**

The District is committed to maintaining a work environment free from all forms of discrimination, harassment or intimidation. This includes discrimination, harassment, or intimidation based on race, color, religion, age, gender, sexual orientation, pregnancy, national origin, disability, height, weight, protected genetic information, marital status or other characteristic protected by federal, state or local law. Please review the Anti-Harassment Board Policy and Guidelines 4362/3362 for more information.

## **Title VI, Title IX, Section 504 and Title II Coordinator(s)**

The Board of Education's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation in all areas including race, color, national origin, sex, and disability.

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title VI, Title IX, Section 504 and Title II and its implementing regulations:

Michelle Schneider  
School Psychologist  
269-488-7252  
Schoolcraft Elementary School  
551 East Lyons Street  
Schoolcraft, MI 49087  
schneim@schoolcraftcs.org

Matthew Dailey  
High School Principal  
269-488-7360  
Schoolcraft High School  
551 East Lyons Street  
Schoolcraft, MI 49087  
daileym@schoolcraftcs.org

The Title VI, Title IX, Section 504 and Title II Coordinator shall report directly to the Superintendent.

## **Personnel File**

A personnel file will be maintained for each employee in the superintendent's office. Each file will contain five divisions:

1. Personnel
2. Review
3. Medical
4. Training
5. Nondisclosure

## **Release of Personnel File Information**

An employee has the right, upon written request and during normal business hours, to review the contents of folders 1-4 of their personnel file.

Except as authorized by law, materials concerning performance of an employee will not be released to other employers without the employee's written consent. If the employee has objected to any material in his/her file, it will only be released with the employee's personal statement attached to it. Although most information in personnel files is a matter of public record, only verification of employment should be provided by telephone request. Any other information about an employee should be requested in writing or in person, and addressed to the District Records Officer (DRO). Prior to releasing any information from a personnel file to a requesting party, the file is to be reviewed and any disciplinary reports, letters of reprimand, or other disciplinary action more than four (4) years old are to be deleted. If any disciplinary reports are to be released, a written notice is to be sent to the employee on or before the day the information is released. Neither the deletions referred to above nor the written notice is necessary if the release is ordered in a legal action or arbitration. Further, deleting disciplinary records more than four (4) years old and providing written notice will not apply to requests for records of unprofessional conduct under M.C.L.A. 380.1230b. (M.C.L.A. 423.510 states "this act shall not be construed to diminish a right of access to records as provided in Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws, or as otherwise provided by law.")

## **Social Security Privacy**

Schoolcraft Community Schools ensures to the extent practicable and in accordance with the law the confidentiality of employee social security numbers and prohibits unlawful disclosure. Access is limited to those whose job duties require access. Documents requiring a social security number will be limited to those which are required for/by governmental bodies benefit administrators, federal and/or state law, employment purposes, investigative claims and other reasons applicable to the law. Schoolcraft Community Schools follows proper procedures for disposal of documents that contain social security numbers whereby when a document requires disposal and contains a social security number it is shredded. Any employee in violation of this policy will be subject to discipline up to and including discharge. See Board Policy 8351 Security Breach of Confidential Databases for additional information.

**Confidentiality**

Employees are prohibited from revealing confidential information contained in District records, employee files or student records, except to authorized employees who may need such information in connection with their duties and to authorized parties in accordance with proper procedures. Any employee who inappropriately releases or shares information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If there is a question of whether certain information is considered confidential, the employee should contact their administrator or human resources.

**Employee Medical Records**

A medical file for each employee is maintained in the Human Resources Office. All personnel are responsible for supplying information as required for this file. A copy of medical screenings, if applicable to employment eligibility, is part of each individual's file.

**Licensure/Certifications**

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his/her personnel file. Personnel files can be found in Human Resources. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner.

**Change of Name/Address**

To keep your personnel records up-to-date, you must notify the Human Resources Department of any change of address, telephone number, name, or person to be notified in case of an emergency.

**Attendance**

If an employee cannot report for work on schedule for any reason, that employee must notify his/her school principal or supervisor at least one hour prior to his/her assigned starting time. The employee's salary will be docked if the absence or tardiness occurs for a reason not granted as paid leave as stated in this handbook under "Leave" or if it exceeds the number of days the employee has been granted under a designated leave.

**Punctuality**

Employees are to come to work at the time specified by the employee's building principal or supervisor. Employees who are frequently late to work or stop working before the scheduled time may be terminated.

## **Fingerprinting**

In conjunction with school safety legislation adopted by the State of Michigan, Schoolcraft Community Schools employment procedures require that each candidate for employment undergo a criminal history records check via electronic fingerprinting. Employment is conditional based on State laws governing school safety for the wellbeing of students and employees. Responsibilities of current employees under the law are outlined in the school safety legislative summary. See school safety legislation language and Board Policy for requirements of reporting offenses to the district. The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses unless driving a school vehicle. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such a report shall be made as soon as possible, but in no circumstance more than three calendar days after the event, giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment, or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

1. the nature of the offense;
2. the date of the offense; and
3. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment, or conviction.

## **Transportation of Students**

Schoolcraft Community Schools is committed to having safe and responsible persons operating motor vehicles while performing work for the organization. This transportation policy applies to all employees and non-staff coaches or parents who drive for the purpose of transporting students and/or clients whether it is a personal vehicle or a district-owned or leased vehicle. Eligibility and conditions necessary to drive for company purposes are determined by completing necessary paperwork and meeting criteria as specified. If your driver's license becomes suspended or revoked, you become uninsurable at any time, or you are medically restricted from driving a vehicle you must notify your administrator immediately. Failure to report a suspended or revoked license and/or driving on a suspended or revoked license while driving during working hours will result in termination of employment. Employees must report any accidents to their administrator immediately. Under no circumstances may an employee transport passengers other than current employees or students/clients for work purposes. While transporting a student and/or client, precaution should be taken to include a third person

if possible. At a minimum, the following rules apply to all employees, non-staff coaches and parents who drive for the purpose of district business.

1. Administrator and/or Transportation Supervisor must approve of instances where driving is necessary.
2. District vehicles are to be driven for the purpose of work and returned prior to the end of the day unless prior authorization is received by Superintendent for an overnight trip.
3. Employees, non staff coaches and parents are responsible for ensuring that the vehicle driven is secure and kept in operable condition whether their own or a SCS vehicle. Employee, non-staff coach or parent should notify administration of any known repairs and/or maintenance that may be necessary for SCS vehicles.
4. Employees, non-staff coaches or parents must carry proper insurance for personal vehicles used for work purposes.
5. Current Driver's License and Proof of Insurance is to be kept on file in Human Resources.
6. When driving for the purposes of work the driver may not transport family members, friends or acquaintances of the student and/or client being transported.
7. Motor Vehicle Record Checks are required initially and monitored thereafter for any employee who is signed up to transport students and/or clients.

**Please see the Board Policy and Guidelines for Drug Free Workplace information.**

### **Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities. The District complies with the ADA and all other applicable state and local laws prohibiting discrimination in employment against individuals with disabilities. The District provides reasonable accommodation for such individuals in accordance with these laws. Please see Board Policy and Guidelines 3122/4122 for more information.

### **Family Educational Rights and Privacy Act (FERPA)**

Parents of students or eligible students who have attained the age of eighteen have rights under the Family Educational Rights and Privacy Act of 1974, (FERPA). Employees should never discuss individual students with others unless the person is a school official with a legitimate educational interest. A school official has a legitimate educational interest if the official has direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

### **Evaluation Process**

It is the policy of Schoolcraft Community Schools to measure each employee's performance using performance objectives of the job and to communicate the results for the purpose of

assisting with performance improvement and employee development. The components of the evaluation are both of the job description and the performance rating descriptors. The job description contains the basic requirements of any given position. It identifies the essential job duties which are the core responsibilities to be executed by the person occupying the position. Performance rating descriptors are general statements, which characterize the quality of an employee's performance and effectiveness. Staff will be rated by using the following four categories: highly effective, effective, minimally effective, and ineffective. Staff who have an ineffective or minimally ineffective rating are not eligible for merit pay.

The employee shall be evaluated at 90 days, and annually thereafter prior to June 1. The first 90 days are considered to be a probationary period. The probationary period is intended to be a trial period, when an employee must demonstrate effective performance in order to continue employment. In addition to the annual evaluation non-probationary Support Staff may receive a mid-year job performance review. If the employee works in two different departments, an annual evaluation for each position should be completed.

The evaluation process is a tool for the District to assist employees with the necessary skills to achieve top performance and goal results to make SCS the best learning and working environment for staff and students.

The evaluation process includes the following steps:

1. Request feedback from appropriate customers (i.e. Is the building administrator pleased or displeased with food service employee's interaction with students?).
2. Complete evaluation form and schedule time to review with employees prior to June 1.
3. Review evaluation with employees. Evaluation form must be signed and dated by both the employee and reviewer after review. The employee's signature does not necessarily constitute approval, but is simply an indication that the employee is familiar with it. If the employee disagrees with the evaluation the employee may submit a rebuttal letter within 5 days of the formal review to place in the personnel file.
4. Forward original evaluation to Human Resources after making the employee a copy.

### **Adverse Performance Documentation**

Employees will be given written notice of the District's intention to insert any material in his/her personnel file, which adversely reflects their performance as an employee. This written notice may be given by sending a memo to the employee with the notation "copy to file" on the memo.

If, upon receiving written notification, an employee disagrees with the material to be inserted in his/her personnel file, the employee may request within five (5) working days a conference with the Superintendent to discuss his/her objections, or within the same period, submit his/her objection in writing to the same. If the material is not withdrawn or modified in a manner satisfactory to the employee, the employee may, within ten (10) working days following the

conclusion of the conference or denial of the employee's written request, have a personal statement attached to the objectionable material.

### **Resolution of Work Related Concerns**

The District has the expectation that all employees are treated fairly and equitably and that all those in positions of supervision maintain an "open door" policy. If an employee has a concern that cannot be addressed through conversation with a co-worker and/or supervisor then the following process is encouraged:

1. An employee may request a meeting with the superintendent to discuss his/her concern.
2. The request must be in written form and completed within five days (5) working days of the initial concern using the claim/concern form that can be found in Appendix A. It is acceptable for the employee to request one co-worker's assistance in completing the claim/concern form and for this same co-worker to attend any meetings or discussions concerning resolution.
3. The superintendent will respond to the written request for a meeting within five (5) working days of receipt of claim/concern form.

### **Public Image**

Your appearance, attitude, actions, and behaviors significantly affect the impression others have of the District. Precise professional procedures are followed as a matter of routine. Please note the following:

1. All employees are expected to assist in maintaining a safe and clean environment.
2. Adherence to a No Smoking/Vaping (tobacco free) policy is expected by all employees.
3. Set a good example of others by doing your part in keeping our District the best it can be.

### **Dress Code**

All employees of the District serve as role models for the students with whom they work and as leaders in the community. Appropriate attire is important for each position. A neat, clean appearance is expected at all times. A dress code will be in effect during the day and any time the employees attend work-related activity. The personal appearance of all employees is to be governed by the following standards:

1. Staff are individually responsible for their general presentation, appearance and personal hygiene and should consider how this may be perceived by others. This means that all staff should wear clothing which:
  - a. Is appropriate to their role, and may include a district provided uniform.
  - b. Is not likely to be viewed as offensive, revealing or sexually provocative;
  - c. Is absent of any political or otherwise contentious slogans;

- d. Is not considered to be discriminatory and is culturally sensitive;
  - e. Does not place themselves or others at risk and complies with any health and safety requirements.
2. Employees are to wear clothing that is neat and clean. Employees are not to wear clothing that is tight, revealing, short, torn, tattered, dirty and excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment.
  3. It is recognized that there may be specific occasions where the usual dress code would not be appropriate, ie. field trips, spirit days, ect., and in these due care is expected from employees.
  4. Employees are also expected to wear appropriate name badges while working.

### **Social Media and Electronic Disclosure**

This covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums, and video sharing.

1. The District employees are personally responsible for the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time— protect your privacy. Comments expressed via social networking pages under the impression of a ‘private conversation’ may still end up being shared into a more public domain, even with privacy settings on maximum.
2. When posting online, please remember that you are an employee of the Schoolcraft Community Schools and representative of your colleagues, students, parents and the school community.
3. Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face. Any online media is an extension of your classroom and considered official content. What is inappropriate in the classroom should be deemed inappropriate online.
4. Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parental consent.
5. There are many websites that allow users to share personally created movies. You are responsible for all you do, say and post online including videos. Anything posted online should represent you in a professional manner as others will see you as connected to SCS. It disrupts learning when teachers, employees and staff post videos with questionable content.
6. When posting online be sure not to post confidential student information.
7. Cyberbullying is not to be tolerated. Any incidence of cyberbullying should be reported to the school Principal immediately. All cyberbullying incidents are to be taken seriously.

### **Use of Keys**

The establishment of a safe environment in which the students can reach this goal is the shared responsibility of all District employees. All staff are entrusted with keys and/or key cards to the

District. As part of that responsibility, this gives authorized persons unfettered access to the District grounds, to the students, and to sensitive records, all parties in possession of a key must keep the goals of confidentiality and safety in mind at all times.

1. Only authorized persons are allowed to be in possession of a key to the District. Authorized persons are only those persons with documentation of authority to possess or control a key. Authorization is specific to each key issued.
2. No person may give their key to an unauthorized person for any period of time. Any key(s) found to be in possession of an authorized person will be confiscated and any person found to have provided a key or copy of a key to an unauthorized person may be disciplined up to and including termination.
3. Unauthorized duplication of a key is strictly prohibited, unless written permission is provided.
4. Lost or stolen keys must be reported immediately to the School Administrator.
5. Key holders agree to refrain from compromising security of the campus or a building. Employees are required to report to School leaders any doors that are unsecured.
6. Employees must return to the District immediately upon request of all keys assigned to them or that they are in the possession or control of in the event of termination of employment, resignation, or layoff.

### **Disciplinary Action Process**

Disciplinary action will be initiated by the District within five (5) working days after the District has received reasonable evidence of misconduct. Except if the District determines that the seriousness of the offense requires an immediate response, the following steps are encouraged to be applied progressively:

1. Verbal reprimand.
2. Written reprimand.
3. Written reprimand with suspension of one to five working days.
4. Additional suspension or discharge.

Steps 3 and 4 will not be imposed prior to consultation with the Superintendent, who reserves the responsibility of imposing a lesser or greater penalty than indicated based on their understanding of the offense.

### **Vacancies, Assignments, and Reassignments**

The District retains the right to make shift, building, department, work tasks, and activity assignments and reassignments, and to place employees on lay-off. The District also retains the right to contract out for goods and services when deemed necessary. The Superintendent may fill vacancies via reassignment of District staff or through an open posting to external candidates as considered appropriate.

For the purpose of this handbook the following definitions apply:

1. A "vacancy" shall be defined as any newly created position or any currently authorized position, which the District intends to fill.
2. An "assignment" shall be defined as the position an employee presently holds.
3. A "reassignment" shall be defined as a change of assignment.
4. "Classification" shall be defined as a group of employees based on job type. The District retains the right to create, eliminate, combine, and reorganize classifications to meet District needs.
5. The "seniority list" is a list of employees sorted by classification and ranked by date of hire or current assignment.
6. "Displaced Employees" are employees who change assignments as the result of elimination of a position.
7. "Notified Employees" are employees who have documents in their permanent employee file reflecting:
  - A. unsatisfactory work performance, or
  - B. disciplinary action.
 Notified employees will receive written notification from Human Resources as to their status as notified employees.
8. A "laid-off employee" is one whose employment has been terminated or reduced because the assignment of the employee has been eliminated or reduced.
9. A "qualified employee" is on the seniority list in his/her classification or area of employment and is not a "notified employee."

### **Staff Reduction**

In the event the Board of Education decides to reduce the number of employees, the reduction, insofar as possible, will be effected through normal attrition. If the reduction cannot be effected through normal attrition, employees in the classification or assignment where a reduction is to occur will be laid-off, with notified employees being laid off first. If there are no notified employees or an insufficient number of notified employees in the classification or assignment subject to elimination or reduction, the following criteria will be applied in selecting employees for lay-off, provided those who remain are qualified for the positions available:

1. Educational needs of the District;
2. Record of past work performance;
3. Nature and scope of the staff reduction, to include any requirements for reassignment;
4. General employee qualifications to include special training or education completed;
5. Previous assignments.

If the criteria for lay-off, set forth above, are determined by the Superintendent and Human Resources, to be equal as applied to two or more employees, the Superintendent and Human Resources may elect to apply total years of District-wide service as a deciding factor.

### **Notification of Lay-off**

Written notification of final lay-off will be given to the affected employee(s).

### **Benefits During Lay-off**

Laid-off employees eligible for health insurance will continue coverage under health insurance plans until the end of the month of lay-off, and then as authorized under the federal COBRA insurance continuation statute.

1. The District will notify employees on the lay-off list of District vacancies for 18 months, if the employee provides the District with a current email address. Laid-off employees will be considered first for interviews. Laid-off employees will receive notices of vacancies at the same time as all active SCS staff members.
2. Laid-off employees may apply for externally posted vacancies.
3. If a laid-off employee returns to full time employment with the District, the employee will retain credit for prior years of actual service, for all purposes.

### **Timeline For Filling Vacancies**

1. Posting the vacancy internally for five (5) days, at which point the building principal/supervisors, in consultation with the superintendent, may either choose an internal candidate or decide to open the vacancy to external candidates. Building principals, supervisors will make decisions on hiring candidates.
2. Posting the position to external candidates and/or long-term substitutes; and
3. Positions will be filled as Limited-Term (LT) appointments for the remaining term of the school year. For the following year, if the position is still needed, the position will be posted internally.

The procedures, described above, do not create an obligation to fill any vacancy. All reassignments within a building/classification will be made prior to the determination that a vacancy exists.

### **Reassignment**

1. Employees who are reassigned may apply for vacancies and will be given reasonable consideration for reassignment to a previous building/assignment if an opening occurs.
2. Reassignment(s) will occur prior to the posting of any vacancies.

### **Ranking**

The seniority criteria are applied in progressive order within each job classification:

1. Date of first day of work.
2. Date of hire.
3. Highest last digit in an employee's social security number.

### **Job Classifications**

Job classification is based on the employee's current job assignment (all classifications listed below are non-exempt positions under FLSA rules)

Aides – classroom, special education, Eagle Zone and transportation  
 Aides – media  
 Aides – instructional  
 Aides – technology  
 Title I Coordinator  
 Part-time aides – less than 30 hours per week  
 Bus drivers  
 Lead Driver/Transportation Coordinator  
 Administrative assistants  
 Custodial workers – 8 hours per day and full year  
 Custodial workers – 8 hours per day during school year  
 Custodial workers – less than 30 hours per week  
 Food service workers  
 Grounds & Maintenance  
 Bus Mechanic

### **Probationary Period**

1. Each hourly hired employee is subject to a 90 day probationary period. The ninety (90) calendar days worked will be considered a probationary period.
2. Probationary employee does not accrue seniority until the completion of the probationary period, at which time his/her seniority will revert to the date of the first day of work.
3. Probationary employees will accrue PTO and vacation (if eligible per SS Handbook) from date of hire but will not be able to utilize until completion of 90 day probationary period. Positions eligible for holiday pay will not accrue or be paid holiday pay during the probationary period.
4. Work performed on a temporary or substitute basis (regardless of the length of time) is not considered in the seniority ranking, or wage scale increases. All temporary or substitute assignments will be paid at the starting wage scale.
5. A bus driver must complete all certification and training within 90 days.

### **Transfer to New Job Classification**

A transfer is considered to be a “new” hire for purposes of seniority ranking. However, any previously accumulated vacation or PTO days will transfer and the employee will not be required to complete a 90 day probationary period.

An employee's seniority ranking will be frozen in the former job classification. If an employee should return to the former job classification without any separation of employment with the District, his/her ranking will resume accruing beginning at the frozen rank. For example, if an

employee transferred to a new position after five (5) years in the former classification upon return to the initial classification his/her seniority would start at five (5) years not one (1) year.

If an employee accepts a supervisory role in the District not covered by this handbook, seniority in the former job classification will remain frozen.

### **Hiring Process**

The District follows a uniform posting, interviewing, and hiring process for all positions within the District. The application process at Schoolcraft Community Schools begins when an individual submits his/her application and/or resume via the online applicant tracking system (Applitrack). Applications are kept on file for one year. After the Human Resources department has screened candidates with approved appropriate assessments, each building principal/supervisor is responsible for convening an interview committee, reviewing the screened applicant pool, and scheduling and conducting initial interviews with the candidates he/she feels are best qualified for the vacant position. An investigation of previous work history, references and if applicable, educational background of each applicant interviewed will be conducted by the building principal/supervisor. Prior to offering the position to a candidate, the Superintendent must meet and approve all hires. The District has the right to decide which positions will be hired through a 3<sup>rd</sup> party administrator or privatized.

### **Schedules and Related Information**

#### **Work Schedule**

A building administrator or department head is responsible for the setting of an employee's work schedule. If an employee is scheduled to work 6.75 hours a day, any time worked over 6.75 hours in a day must be approved in advance by his/her supervisor.

#### **Pay Schedule**

An employee is generally paid on the 8<sup>th</sup> and 23<sup>rd</sup> of each month (24 pays per year). These dates will vary only if they fall on a weekend or a bank holiday. The pay periods run the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of the month. Those employees who are full year employees start their new pay year in July. Those employees who are considered school year employees start their new pay year consistent with the teacher's contract, generally the last pay of August or the first/second pay of September. Pay adjustments are made consistent with the employee's pay year schedule. A District pay schedule can be obtained from Human Resources.

#### **Lunch Account Balances**

The District reserves the right to reduce pay for any outstanding negative lunch account balances. If an employee's lunch account balance has not been brought back into good standing at the end of the school year. The District will deduct the balance from the last pay in the fiscal year.

### **Time Sheet/Time Clock**

All employees who are non-exempt (Fair Labor Standards Act Overtime Rules) are required to complete semi-monthly timesheets. At the start of each new pay year, Human Resources will post the pay schedule on the district website which indicates when the timesheet is due. The time may differ from pay to pay depending on the holiday or break schedule for a given year. Time sheets must be completed to include start and stop time, lunch period start and stop time, and any PTO or vacation. As indicated on the timesheet, the District pay week begins on Sunday and ends on Saturday. Employees must confirm the total hours for the week and period and have the time sheet approved by his/her building administrator or supervisor.

It is the employee's responsibility to make sure that he/she follows the pay schedule. Failure to do so may result in a delay in pay.

### **Break**

A building administrator or department head is responsible for the setting of an employee's work schedule. Most positions that work a full school day will have a scheduled 30 minute, unpaid, duty free break. This break may be taken off-site when the employee's supervisor grants specific permission.

### **Overtime**

The need for overtime work is to be determined within job classification on a building-by-building basis. Seniority in each building will determine the order in which employees are offered the overtime. Except in emergency situations, the immediate supervisor must authorize all overtime in advance.

In accordance with the Fair Labor Standards Act (FLSA) overtime pay or time and one-half will be paid only for hours **worked** over forty hours in one week. Holiday, PTO, vacation under FLSA do not count as hours worked.

### **Training**

Employees will receive their regular rate of pay for all in-service training that the District requires them to attend. They are not paid for travel time, lunchtime or other time not spent attending the formal in-service training time. Drivers will receive training wages for all driving until their CDL is received. Bus drivers will be paid route pay while learning a new route. A bus driver will be expected to reimburse the District if he/she completes District paid training, receives his/her CDL and does not complete one calendar year of service.

### **Right-to-know Training**

All employees are required annually to take the assigned online tutorials provided by Safe Schools; the tutorials can be accessed via the District's website/Human Resources. The District has the right to assign additional tutorials related to an employee's position. The District will pay hourly employees 1.5 hours at their regular hourly pay upon completion of all three assigned tutorials listed below.

1. Anti-Harassment (option to read Board Policy)
  2. Blood Borne Pathogens
  3. Hazard Communication
- \*\*\*Other tutorials assigned by job classification as required by law

### **Hepatitis B Vaccinations**

Upon request and completion of the blood borne pathogens tutorial, the District will provide, at District cost, hepatitis B vaccinations to an employee. Please contact Human Resources to request a hepatitis B vaccination.

### **Outside Contracting**

The District has an obligation to provide a quality education program with limited resources and at times may determine that outside contracting is the most efficient or cost effective manner to perform a service or task. The decision to use an outside contractor rests solely with the superintendent.

### **Seasonal Help**

At the discretion of the superintendent an unlimited number of seasonal helpers, primarily, but not limited to, custodial and maintenance activities, may be used. No benefits, such as holiday, PTO or seniority, accrue for such helpers.

### **Inclement Weather**

The decision to close school or to dismiss the students early due to inclement weather rests solely with the superintendent or his designee. Full year employees shall make every reasonable effort to comply with their normal report to work time and schedules. Other job classifications will generally not be expected to report and therefore will not be paid.

The district also understands there will be unique situations that arise due to inclement weather or other school cancellations. The superintendent has the discretion to make other arrangements in regards to hourly wages and Paid Time Off.

### **Medical Exams and Related Items**

#### **District Requested Exam**

At the request of the superintendent or his designee an employee may be requested to submit to an examination to determine the existence of any condition which may impair an employee's ability to properly discharge his/her duties or which may be detrimental to the employee's health, or the health of students or others. Refusal to submit to a requested exam may be used in disciplinary actions. The medical examiner, chosen by the District, must certify that the employee is medically qualified to perform his/her assigned work duties. The cost of the medical exam will be first billed to the employee's insurance carrier. The District is responsible only for the uncovered portion of the bill. The exam results will become part of the employee's confidential personnel record.

### **Medical Exams - Bus Drivers**

Bus drivers must meet 49 CFR 391.49 requirements to ensure that person is qualified to operate a school bus. Exams will be performed at a facility chosen by the District.

### **Employee Reimbursement**

All purchases need to be made through the Business Office. If prior approval has been given to make a purchase outside of the Business Office, a reimbursement form will need to be submitted. Completion of the District's expense reimbursement form located on the District's website under the Human Resources tab is required for all types of reimbursement noted below:

1. All mileage, meals, and lodging expenses must be pre-approved by the district for the agreed upon amount.
2. Mileage required outside of the District: Those employees that are regularly scheduled to travel between buildings (excludes travel between the Elementary and Middle School) in District will be eligible for reimbursement of \$100/semester without completing an expense reimbursement form.
3. Meals not provided as part of a full day conference, workshop, or overnight trip shall not exceed the maximum per-day/per-meal allowance/stipend per the IRS guidelines (includes up to a twenty percent (20%) gratuity) for all travel.
4. Overnight lodging expenses.
5. Job related certifications or licenses.
6. Theft, damage or destruction of personal property such as clothing, watches, glasses or other items worn by the employee as part of their work attire, limited to a maximum of \$150 and not lost as a result of negligence on the part of the employee. This benefit does not cover radios and other non-job related items.
7. Employees will make every effort to utilize District tax-exempt status when making purchases. Tax-exempt forms can be requested from Human Resources

## **Leave**

Employees are eligible for leave as described in this handbook. Leave requests should be made through the online absence tool.

## **Eligibility**

All non-probationary support staff members are eligible to earn paid time off (PTO). Effective 2013-14 school year employees will be eligible to earn six PTO days annually and full year employees will be eligible to earn twelve PTO days annually.

PTO will not be applied to the day prior to or following a planned school break. Emergency situations must be reviewed and approved by their immediate supervisor prior to the leave date.

## **Earning Schedule**

1. Effective the 2022/23 school year, and using the table below, employees will be able to calculate the number of PTO days available each year. This includes Support Staff hired through 3rd party vendors.

<u>Days Worked</u>	<u>#PTO Days</u>
<181 days	8 Days
181-210	10 days
>211	12 days

2. A “day” is equivalent to the employee’s normal daily work schedule. An employee regularly scheduled for five (5) hours a day earns PTO equal to five (5) hours a day.
3. New employees hired after June 1, 2013 and work less than five (5) hours per day will not be eligible to accrue PTO.

## **Usage**

A request for special leave must be completed three (3) days in advance of absence if known and upon return to work if advance notice was not possible. PTO will be charged in increments of no less than ½ the employee’s work day. PTO may include:

1. Any physical or mental condition which prevents an employee from performing his/her job duties, excluding those conditions covered under worker’s compensation.
2. Medical exam, dental appointment, or other health treatment, which can’t reasonably be scheduled outside the employee’s workday.
3. Illness in the employee’s immediate family, which is defined as spouse, children, parents, brother, sister, grandchildren, grandparents, in-laws and stepchildren.

4. In the event of an extended leave that is covered under the Family Medical Leave Act PTO may be used concurrently. See the District's policy manual for further clarification in this area.

### **Accumulation**

Up to ninety (90) days PTO may be accumulated by an employee.

### **Payout**

Annually, in June, excess PTO accumulated over ninety (90) days will be paid out according to the schedule following:

8 hrs worked daily	\$20/day
6-7 hrs worked daily	\$15/day
5 hrs worked daily	\$10/day

Upon retirement in good standing after 10 years of employment with the District, the employee will be reimbursed for unused PTO according to the schedule noted above.

The District has adopted the VALIC Michigan Public Schools Special Pay Plan that allows special payments paid upon retirement to be paid via the plan without payment by either the employee or employer of social security taxes.

### **Unpaid Leave**

Outside of FMLA, employees are not allowed to take Unpaid Leave until all PTO has been exhausted. Unpaid leave must be approved by the immediate supervisor, and excessive use as determined by the superintendent may result in disciplinary measures up to and including termination.

### **Jury and Witness Duty Leave**

If you are notified of jury or witness duty, notify both your Supervisor and HR immediately. When you serve on a jury, you will be compensated at your regular rate of pay less the court compensation you received, evidenced by paystips furnished by the Clerk of Court. You are considered on call and are expected to work at all times not in conflict with judicial services. The District will comply with all state laws regarding your compensation while you are appearing as a witness at a trial.

### **Funeral Leave**

All non-probationary employees are granted up to three (3) paid leave days for bereavement activities for immediate family members. Immediate family is defined as spouse, children, parents, brother, sister, grandchildren, grandparents, in-laws and stepchildren. Upon request,

the Superintendent may grant additional funeral leave at his/her sole discretion. The additional time may be chargeable against PTO. If PTO is not available, it will be unpaid leave.

All non-probationary employees are granted one (1) paid leave day to attend bereavement activities for any other family member or person whose prior relationship with the employee is sufficient to warrant such attendance.

### **Leave of Absence**

Under the Family Medical Leave Act (FMLA), employees may be entitled to take a medical leave of absence. See Board policy 4430 for further details on this type of leave.

Only the superintendent, acting as the Board of Education's designate, has the right to grant an unpaid leave of absence not covered by FMLA. This right is limited to a leave of thirty (30) or less days. Any request for a leave of absence of more than thirty (30) days must be submitted in writing to the Board of Education personnel committee. A leave of absence will not extend beyond one year, at which time the employee must return to work. An employee who does not return to work after his/her approved leave will be considered to have voluntarily resigned and any costs incurred during the leave may be recouped.

Accumulated seniority will be protected and continue to accrue while on an approved leave of absence.

### **Military Leave of Absence**

Employees who are called into military service will be granted time off to satisfy these obligations. Employees who require a military leave should inform their supervisor and Human Resources as soon as possible. The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. Under USERRA you have certain rights. Please see Board Policy 3437/4437 for more information.

### **Holiday Pay**

#### **Eligibility**

Non-probationary employees who are regularly scheduled to work more than 30 hours per week are eligible for holiday pay. Employees who use PTO prior to or immediately following a planned break will not be eligible for holiday pay.

#### **Paid Holidays for Full Year Employees**

July 4\*

Labor Day

Thanksgiving Day

Day after Thanksgiving Day  
 Christmas Eve  
 Christmas Day  
 New Year's Eve  
 New Year's Day  
 Friday before Spring Break\*  
 Memorial Day

\*Could be a "floating holiday" depending on school/community calendar alignment

### **Paid Holidays for School Year Employees**

Labor Day  
 Thanksgiving Day  
 Day after Thanksgiving Day  
 Christmas Day  
 New Year's Day  
 Friday before Spring Break  
 Memorial Day

### **Pay**

Employees will receive his/her regular pay rate for their regularly scheduled number of hours.

Only the superintendent can request that an employee work on a holiday. If an employee works on a holiday due to such a request, not due to personal choice, he/she will be paid holiday pay in addition to regular pay.

### **Vacation**

Non-probationary full year employees are eligible (may include full year employees hired through third parties).

### **Accumulation**

Vacation is credited according to the schedule listed below. Probationary employees are not eligible for vacation leave.

0 – 2 years worked	5 days
3 – 6 years worked	10 days
7 – 10 years worked	15 days
> 10 years worked	20 days

## **Usage**

1. Employees must complete a special request for leave online and have it approved by the Superintendent or his designee one week **prior** to the vacation.
2. The District reserves the right to restrict use of vacation during times of the year when attendance is critical.
3. Vacations are encouraged to be used during summer break when school is not in session.
4. A maximum of five (5) vacation days may be carried over to a new pay year. After five (5) days of vacation are carried over, the employee has the opportunity to use their remaining vacation days during the month of July. After July, all remaining days will be forfeited.
5. The use of "unpaid" vacation days is prohibited without permission from the superintendent.

## **Payout**

1. Vacation pay will be charged in increments of no less than ½ the employee's work day.
2. Upon retirement or resignation, an employee will be paid their regular rate of pay for all unused vacation days.
3. Upon termination, an employee forfeits the right of payment for any unused vacation.

## **Insurance**

### **District Liability Insurance**

The District provides insurance to eligible employees as described below. The terms of benefits and coverage shall be as provided in the insurance policies and rules."

The District carries liability insurance that covers employees working within the scope of their assigned job duties, but it does not cover an employee who willfully and deliberately is grossly negligent. The employee's right to this protection is conditioned upon immediate reporting of any incident or claim using the District employee accident or injury report form which can be found in each building office.

Every building also has both student and visitor accident reports that should be completed if either have an accident on school property or during a school function.

### **Worker's Compensation Insurance**

Worker's compensation insurance protects the employee in the event the employee is injured on the job. The employee's eligibility for this protection requires immediate reporting to the employee's supervisor of any work related injury.

An employee accident or injury report, which can be found in each building office, must be completed and signed by the employee's supervisor within five (5) working days of the incident.

Prior to receiving ANY non-emergency medical treatment for the alleged work related injury the employee must receive authorization for treatment from the HR administrator. The District has contracted with Bronson-Vicksburg Hospital to perform all non-emergency medical treatment for employees. Employees must use Bronson-Vicksburg Hospital for all non-emergency medical treatment for alleged work related injuries. If medical treatment is sought, the employee must provide a return to work slip from Bronson-Vicksburg Hospital to his/her immediate supervisor. If the employee is not released without restrictions, he/she must contact the HR administrator immediately.

### **Michigan Public School Employees Retirement System (MPSERS)**

All non-student employees of the District are required to participate in the Michigan Public School Employees Retirement System (MPSERS). The employee is required to contribute a portion of his/her wages toward his/her own retirement. The District also pays an additional percentage of annual wages into MPSERS on behalf of the employee. This excludes third party employees.

The MPSERS website is <http://www.state.mi.us/dmb/ors> and their toll free customer number is (800) 381-5111. The employee should use either one of these options to contact MPSERS with any questions they have regarding this benefit. The District does not have access to any employee's personal retirement information and is not able to access such on behalf of an employee.

MPSERS requires all members to register for a MI-Account to track their retirement account. It is an employee's responsibility to stay informed about the school employee retirement plan and monitor their account for accuracy.

### **Affordable Healthcare Act**

Schoolcraft Community Schools participates in the AHA as required by law.

### **Medical Insurance**

Open enrollment is a period of time when employees have the opportunity to enroll in or change their health coverage. Changes and elections made during open enrollment become effective the July 1 following the open enrollment.

The District's plan year is July 1 to June 30 with an annual open enrollment period in June.

**Eligibility**

Effective July 1, 2004 an employee must be a full time, employed directly by SCS, and a full year employee or fall into one of the following classifications to be eligible for medical benefits:

1. Full time, full year maintenance, custodial, or bus mechanic employee.
2. Supervisor or department head.
3. Coverage begins the first day of the month following the date an employee becomes eligible. Exceptions may be made depending on the hiring situation.

**Grandfather Provision**

Employees not listed in one of the two eligibility bullets above who were receiving medical benefits or cash in lieu of medical benefits prior to July 1, 2004 will continue to be eligible to receive cash in lieu. There is no option to pick up medical coverage for this grandfathered group.

**Employee Premium Share Co-pay**

The limit as indicated in the statute MCL15.563 sets the limit on the amount that a public employer can contribute to a medical benefit plan.

**Cash in Lieu of Medical Insurance**

The District will allow employees to opt out of medical insurance and receive a stipend adjustment instead of the medical insurance. If at any time during the year the employee is no longer eligible for medical insurance the adjustment in lieu of medical insurance will be terminated.

**Eligibility**

Only employees currently eligible for the District's medical plan as noted above are eligible to participate.

**Benefit Level**

Scheduled for 8 hours daily      \$200/monthly

**COBRA Continuation Coverage Rights**

Federal law requires that most group health plans (including this Plan) give employees and their families the opportunity to continue their health care coverage when there is a "qualifying event" that would result in a loss of coverage under an employer's plan. Depending on the type of qualifying event, "qualified beneficiaries" can include the employee (or retired employee) covered under the group health plan, the covered employee's spouse, and the dependent children of the covered employee.

Continuation coverage is the same coverage that the Plan gives to other participants or beneficiaries under the Plan who are not receiving continuation coverage. Each qualified beneficiary who elects continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered under the Plan, including open enrollment and special enrollment rights.

## **Job Descriptions**

Please find job descriptions for each job classification. Job descriptions are not meant to be a listing of duties but an overview of the requirements for the position. All employees will be required to sign and return a copy of their job description. Job descriptions are provided online through the district website.

Board policies can also be found on the District's website

[FMLA Board Policy #3430.01/4430.01](#)  
[Student Welfare Board Policy #1613](#)  
[Written Hazard Communication Board Policy #8431](#)  
[Drug Free Workplace Board Policy #3122.01](#)  
[Anti-Harassment Board Policy #5517](#)  
[Bullying Board Policy #5517.01](#)  
[Child Abuse or Neglect Board Policy #8462](#)  
[Corporal Punishment Board Policy #5630](#)  
[Weapons Board Policy #5772](#)

## **Board Policy #3122**

The Board does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination:

Human Resources Administrator  
551 E. Lyons Street  
Schoolcraft, MI 49087  
269-488-7390

**APPENDIX A****SUPPORT EMPLOYEE WRITTEN CLAIM/CONCERN FORM**

- A. Claim or concern (be specific):
- B. Date claim or concern occurred: \_\_\_\_\_
- C. Date of initial meeting with immediate supervisor: \_\_\_\_\_
- D. Section of support staff handbook violated (if any):
- E. Specific relief requested (How do you want this claim or concern to be resolved?):

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Acknowledgment and Receipt**

**I have received my copy of the Employee Handbook.**

The employee handbook describes important information about Schoolcraft Community Schools, and I understand that I should consult Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Schoolcraft Community Schools or its Third-Party employer voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Schoolcraft Community Schools or its third party employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.**

I understand and agree that, other than the Superintendent of Schoolcraft Community Schools or designated representative of the school, no manager, supervisor, or representative of Schoolcraft Community Schools has any authority to enter into any agreement for employment other than at-will; only the Superintendent of the school has the authority to make any such agreement and then only in writing signed by the Superintendent of Schoolcraft Community Schools.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Schoolcraft Community Schools. By distributing this handbook, the school expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Schoolcraft Community Schools, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Superintendent of Schoolcraft Community Schools has the ability to adopt any revisions to the policies in this handbook.

**I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Schoolcraft Community Schools is employment at-will, which may be terminated at the will of either Schoolcraft Community Schools or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.** I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Schoolcraft Community Schools or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's Signature

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Date

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Employee's Name (Print)