

1997-98

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ALLEGAN PUBLIC SCHOOLS
LIBRARY COORDINATOR
EMPLOYEE
HANDBOOK

Allegran Public Schools

1997-98

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FOREWORD

This handbook is made available to you in an effort to keep you informed as to working conditions, employment expectations, salary schedules, fringe benefits, and numerous other items that may prove to be of benefit to you. If, in this Handbook, you do not find answers to questions you may have, please ask your immediate supervisor or contact the Superintendent.

It is hoped that your employment with Allegan Public Schools will be rewarding to you and to those with whom you work, and ultimately to the many young people the school is charged with educating. Your job with Allegan Public Schools is just one of many that add up to the total operation of our schools. We want you to know that we think you and your job are important and essential, and we hope that your duties will be performed with pride and with satisfaction.

The Allegan Public School District's Board of Education complies with all Federal laws and regulations prohibiting discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap.

RETIREMENT - III

Non-teaching employees who reach their 70th birthday before June 30 of any school year may be retired on June 30 of that school year. The Board of Education may extend the length of service of an employee beyond the retirement age, on a year-to-year basis, if it feels that it is in the best interest of the school and the employee, and if the employee makes such a request, in writing, to the Board of Education prior to April 1. Employees who are employed beyond the 70th birthday may be hired as a "Special Assignment" employee. Employees have the option of retiring earlier than their 70th birthday.

DISMISSAL - IV

- A. The dismissal of an employee will normally be preceded by a warning and/or a specific statement in writing.
- B. Among the reasons for dismissal are the following (not inclusive)
 - 1. Unsatisfactory or incompetent work performance or neglect of duty.
 - 2. Personal misconduct.
 - 3. Persistent violation of policies, regulations, and laws.
 - 4. Insubordination.
 - 5. Chronic absenteeism or tardiness.
- C. Violation of the following rules will result in immediate discharge.
 - 1. Unlawful possession of narcotics or controlled substance.
 - 2. Unlawful possession of a firearm or other lethal weapon on school property.
 - 3. Unauthorized removal of school property from the premises, theft.
 - 4. Willful destruction of school property.
 - 5. Aggressively fighting or assaulting another person on school property.
 - 6. Intoxication on duty. The consumption or possession of alcoholic beverages on school property is forbidden. Employees presenting themselves for work under the influence of alcohol or with the odor of alcohol on their breath will be subject to immediate discharge.
- D. Any employee whose employment is terminated forfeits all accrued rights, privileges and benefits of employment.

NOTIFICATION OF ABSENCE - V

In all cases of absence, employees shall notify their immediate supervisor so that proper arrangements can be made to distribute the work load and/or arrangements can be made for a substitute. Notification of an absence should be made to the employee's building principal's office as soon as possible prior to the beginning of the employee's work day.

LEAVE OF ABSENCE - VI

- A. Unpaid leave may be granted, on an individual basis, at the discretion of the Employer, without pay or benefits. Employees on approved leave for one month or less will continue to receive normal insurance coverage.
- B. The Employer will grant family leave to employees in accordance with the Family and Medical Leave Act of 1993. It is understood and agreed that the Employer reserves all rights and powers granted to employers under that legislation and applicable regulations, and that this Agreement will not be construed as limiting or restricting those rights.

- E. When an employee leaves the school system for any reason, his/her insurance will terminate on the last day of the month in which the employment was terminated.
- F. While the above benefits are available as outlined, individual employees must assume the responsibility of signing up to receive the benefits, as benefits are not automatic. Marriage, childbirth, death, or any other change in an employee's family status should be brought to the attention of the Business Office for purposes of keeping insurance coverage current. It is important that all employees review their benefits with the Business Office when accepting a position with Allegan Public Schools, when a change in the family occurs, when there is a job assignment change, or when there is a change in the hours worked weekly. It is a good practice to check your coverage at the beginning of each school year. If an employee does not sign up for insurance within one (1) month from the date of hire the employee must wait until the open enrollment period (presently between August 15th and September 15th) to sign up for the insurance benefit.

DENTAL/VISION COVERAGE - IX

- A. The Employer will make available to each employee (and the employee's eligible dependents) dental care insurance equivalent to MESSA Delta Dental Plan D, Class I and II (80/80 co-pay) and vision insurance equivalent to MESSA VSPL.
- B. The Employer will provide dental and vision coverage without cost to eligible employees. The Employer will select the provider.
- C. Employees who are eligible for dental and vision coverage will include all those employed as regular employees and who are assigned to work regularly at least fifteen (15) hours per week. Employees who are employed fewer than fifteen (15) hours per week as a regular employee are not eligible for dental insurance benefits.
- D. Individual employees must assume responsibility for enrolling in dental and vision plans.
- E. Dental insurance benefits are subject to the following limitations and conditions: Spouse and/or dependent benefits shall not be paid if such benefits are already being received by a spouse employed by Allegan Public Schools.
- F. The Employer's contribution for dental and vision coverage will terminate at the end of the calendar month in which the employee's employment terminates.

SICK LEAVE - X

- A. Employees earn, as sick leave, one of his/her normal work days for each full month worked, payable at his/her full daily rate of pay. Sick leave benefits should be viewed as additional insurance to be drawn upon for use during personal illness, or for serious illness of members of the employee's household. Household is defined as those family members making their permanent residence in the employee's home and those who are dependents of the employee as defined by the Internal Revenue Service.
- B. Maximum of five (5) days may be used as funeral leave for each death in the employee's family. Family, for funeral leave, shall be defined as spouse, child, mother, father, mother-in-law, father-in-law, grandparent, grandparent-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, son-in-law, uncle, aunt, or grandchild. All funeral leave will be deducted from the employee's accumulated sick leave.
- C. Employees will accumulate sick leave, or receive sick leave pay prorated according to the number of hours they are regularly employed.
- D. The unused portion of sick leave days not used in any school year shall be cumulative to not more than one-hundred-ten (110) sick leave days.
- E. No sick leave shall be used to increase an employee's work week to over forty (40) hours.

- B.** Approved personal business leave days may be taken only when an employee has accumulated business leave days do not accumulate from year to year.

EMPLOYEE REIMBURSEMENT – XIV

Mileage – Employees required by the Employer to use their personal automobile for school business can be reimbursed at the prevailing per mile district reimbursement rate. An employee reimbursement form must be completed and submitted to the Employer in accordance with established procedures.

Staff Development – Employees required by the Employer to attend district staff development activities may be entitled to meal, mileage and miscellaneous expense reimbursement. Appropriate reimbursement forms and expense receipts must be submitted to the Employer in accordance with established procedures.

TRANSFERS, JOB OPENINGS, LAY-OFF, AND RECALL – XV

- A.** Employees who desire a transfer from one building to another, from one job classification to another, or from one type of job to another, should notify the Central Office in writing. When job openings occur during the school year, the Employer will endeavor to notify all regular employees in the job classification. Any employee who wishes to be considered for the open position must then so notify Administration as directed in the vacancy notice.
- B.** The Employer has the sole responsibility in decisions of transfer and assignment. In making transfer and job assignment decisions the Employer will give prime consideration to:
1. Qualifications of the employee and qualifications needed in the position.
 2. Specific skills needed in the position.
 3. The employee's personality, the ability to work harmoniously with students, staff, and school district residents.

When the above are essentially equivalent among those employees interested in a position, the Employer will consider employee length of service to the school system in making a transfer or assignment.

- C.** The Employer will use the same considerations as noted in "B" (above) in making decisions in regard to lay-off and recall.
- D.** Employees will not be subject to recall if their lay-off is longer than twelve (12) months.

ANNUAL REVIEW – XVI

The contents of this handbook will be reviewed and updated annually.

SALARY SCHEDULE - XVII

	Beginning	After 1 Year	After 2 Years	After 3 Years	After 5 Years	After 10 Years	After 15 Years	After 20 Years
1997-98	\$7.01	\$ 7.65	\$8.71	\$9.20	\$9.35	\$9.77	\$10.21	\$11.21
1998-99	\$7.19	\$7.84	\$8.93	\$9.43	\$9.58	\$10.01	\$10.47	\$11.40