

WAYLAND UNION SCHOOLS
SECRETARIES HANDBOOK

2010 - 2011

SECRETARIAL PERSONNEL

FOREWORD

The information in this Handbook shall apply to all secretaries of the Wayland Union Schools with the exception of the central office staff. We have attempted to provide information on working conditions, salary and fringe benefits, as well as to answer questions regarding rules and procedures that pertain to your employment.

We hope that your employment with the Wayland Union Schools will be mutually rewarding. Your job is important to the total operation of the school system and to the students we serve.

If you have any further questions, please contact your immediate supervisor or the administration office. Your questions or comments are always welcome.

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CONDITIONS OF EMPLOYMENT

PROBATIONARY PERIOD

A new employee hired to fill a vacancy other than that of a temporary nature shall have the status of a probationary employee for ninety (90) working days. After an employee has completed the probationary period of employment and has proved satisfactory, the status of a regular employee will be granted.

MENTOR PROGRAM

When a new secretary is hired into the system, the Superintendent or designee will designate a representative of the secretarial group to be a mentor for that secretary. A stipend of between \$100 and \$250 will be paid to that mentor dependent on the amount of education and experience the new secretary brings to the position. The Superintendent or designee and the mentor will agree upon the exact amount of the stipend. The new secretary will be mentored for a minimum of one year and a maximum of two years.

RESPONSIBILITIES AND DUTIES

- A. The assignment of duties and responsibilities is the responsibility of the Superintendent of Schools upon the recommendation of the school district directors, principals, and supervisors.
- B. For the performance of their assigned duties, secretaries are responsible to their respective supervisors.
- C. Overtime or extra work must be approved by the Building Administrator or immediate supervisor.

RE-HIRE

An employee who voluntarily terminates employment and is rehired shall be considered a new employee.

HIRING POLICY

When a new secretary is to be hired, the Superintendent or designee will designate a representative of the secretarial group to be a member of the interviewing committee.

NEW HIRE PROCEDURE

It is understood by both parties that as new secretaries are hired, they will be required to have a criminal records check which includes fingerprinting and be responsible for any fees that are incurred. The new secretary will receive a copy of the Secretarial Handbook which includes their wage schedule, benefits and procedures.

BREAK PERIODS

- A. Secretaries shall be entitled to a fifteen (15) minute break which shall be considered part of their work day.
- B. Lunch Break - Secretaries shall have a duty-free lunch period of one-half (1/2) hour. This lunch period shall be in addition to the regular work day and is unpaid.

REPORTING ILLNESS

In the event of illness, or absence, a secretary must notify his/her supervisor at least one hour before the work day begins. The reason for absence is to be stated. The supervisor will notify the main office.

TIME CARDS

- A. All hourly employees are required to report their time worked on a time card. Recording a false time card will be cause for immediate discharge. The time cards must be signed by the immediate supervisor.
- B. Time cards must show the actual hours worked, with the unpaid lunch time specified. For any time the employee leaves the job, this time must also be shown on the time card. If the absence is excused by the immediate supervisor, the supervisor should initial the time period and the period will be included for payment.

In the event the immediate supervisor and the secretary agree that the secretary will remain on duty during the lunch period, the time will be included in the regular work day provided the supervisor files a written statement to this effect with the office.

WAGE

WAGE SCALE

Wages for secretaries shall be based on an hourly rate and be determined by the Board of Education before July 1 of each year. Relevant experience earned by employment in an organization other than Wayland Union Schools may be granted on the scale.

STEP	06-07 RATE	07-08 RATE	08-09 RATE	09-10 RATE	10-11 RATE
1	12.18	12.30	12.61	12.70	12.70
2	12.84	12.97	13.29	13.39	13.39
3	13.52	13.66	14.00	14.11	14.11
4	14.17	14.31	14.67	14.78	14.78
5	14.83	14.98	15.35	15.47	15.47
11th	15.18	15.33	15.71	15.83	15.83
16th	15.26	15.41	15.80	15.92	15.92

LONGEVITY BEGINNING:

7th yr.	0.20
11th yr.	0.25
16th yr.	0.50
21st yr.	0.55

Add to hourly rate:	Associates	\$0.25
	Bachelors	\$1.00

WAGE PAYMENTS

- A. All secretaries will be paid by time card and wages will not be annualized.
- B. All full time secretaries who work a minimum of students' days will be paid for seven (7) holidays. (Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day). These holidays will be paid as they occur.
- C. Substitute secretaries shall be paid on the regular wage schedule base.
- D. A secretary's working hours may be designated by her supervisor. However, the superintendent's office should be notified of the secretary's working hours.

SECRETARIAL WORK CALENDAR

	Calendar Days
Transportation Secretary	220
High School Building Secretary	220
High School Office Secretary	213
High School Guidance Secretary	208
High School Athletic Secretary	208
Middle School Building Secretary	203
Pine Street Elem. Bldg. Secretary	198
Steeby Elementary Bldg. Secretary	198
Dorr Elementary Bldg. Secretary	198
Baker Elementary Bldg. Secretary	198

EMPLOYEE BENEFITS

CONFERENCES

Conferences and other advanced education and training are encouraged. When required or requested by the district, expenses for travel, lodging and meals will be paid (pre-approval is necessary through the business office). Conferences and training may be requested by the employee.

IN-SERVICE DAYS

One (1) or two (2) in-service days per year will be scheduled for secretaries in conjunction with teacher in-service day(s). (Excluding in-service days held at the start and end of the school year.) The Superintendent or designee will select the day(s) for the in-service and will designate a representative from the secretarial group to meet with him/her to set an agenda for the meeting(s).

TUITION REIMBURSEMENT

For those secretaries pursuing an associates degree or bachelor's degree, 100% of the tuition cost of one class per year toward BA or an associate's degree will be reimbursed.

All coursework must be directly related to job duties and must be approved by the Assistant Superintendent prior to enrollment.

PERSONAL BUSINESS LEAVE

Three (3) days per year shall be available for personal business. These days, if not taken, will be added to the accumulated sick leave. These days may not be taken just preceding or following a break period, nor on the first day or last day of the school year. The Superintendent or designee, at his/her discretion, may grant a personal day prior to a break period. Arrangements for such leave must be made, with the immediate supervisor or building principal, at least one week in advance, except in the event of an emergency when a shorter notice may be acceptable.

SICK LEAVE

At the beginning of each school year, all secretaries shall be credited with a ten (10) days sick leave allowance to be used for absence caused by illness or physical disability of the employee. A prorated accumulation is provided for part-time employees. The unused portion of such allowance shall accumulate up to and including (120) days. Employees new to the District will be given prorated sick time (one day per month) during their probationary period. The Board reserves the right to require reasonable proof of illness including a doctor's certificate, where a pattern of sick leave indicates abuse.

SICK LEAVE INCENTIVE

Employees who have accumulated at least 10 days of sick leave allowance as of the preceding June 30, shall receive an attendance incentive payment on or before the next June 30, based on the number of sick days used during the preceding school year, as follows: zero days used (\$100); one day used (\$75); two days used (\$50) twice a year. The time periods will be August through December (Winter Break) and January through June.

FAMILY EMERGENCY LEAVE

Up to five (5) days a year or such additional number of days as may be authorized in writing by the Board, of the accumulated sick leave allowance, may be used for a death in the immediate family and/or illness in the immediate family and/or emergency in the immediate family. The immediate family shall include father, mother, grandmother, grandfather, spouse, spouse's father, mother,

grandmother, and grandfather, children, grandchildren, brother, and sister or others as approved by the superintendent.

FAMILY MEDICAL LEAVE ACT (F.M.L.A.)

The Wayland Union Schools will provide covered employees up to twelve (12) weeks per year of unpaid job protected leave for certain family and medical reasons. See Board of Education Policy #4430.01 for details.

JURY DUTY

In the event a secretary is asked to perform jury duty, he/she shall be reimbursed the difference between his/her salary and the compensation received for serving on the jury.

WORKER'S COMPENSATION

Each employee will be covered by the applicable Worker's Compensation Laws, and insurance purchased by the Board.

- A. An employee must report an injury immediately to their supervisor.
- B. Employees who are receiving pay from Worker's Compensation for time off the job will not receive pay from the Wayland Union Schools for the same period of time.

INSURANCE BENEFITS

- A. Secretaries who work a minimum of 190 days and seven (7) hours per day may receive health benefits.
- B. Health insurance coverage and premium co-pays will begin September 1, 2009 and will remain in effect until June 2011.

Beginning September 1, 2009:

- C. Health insurance benefits will be offered by the West Michigan Health Insurance Plan (WMHIP). The plan includes a \$250/\$500 deductible with the \$10/\$40 Rx co-pays and a \$20 office visit co-pay. Please see the plan documents from WMHIP for more detailed information.
- D. Employees who choose health insurance shall contribute 10% per month toward the cost of the premium through payroll deduction.
- E. Each employee not utilizing the health insurance shall receive cash-in-lieu of insurance equal to the amount negotiated by the WUEA or \$416.66 per month, whichever is higher.

Each employee may elect not to utilize dental, vision, and life insurance benefits as described in letter F below. The employee will receive cash-in-lieu of insurance of \$50 per month when the employee has elected not to receive dental, vision, and life insurance coverage.

Various laws, district guidelines, and insurer rules shall determine when an employee can make changes in the coverage selected.

F. All employees eligible under Section A shall receive the following coverage:

Dental: 80/80/80/80

\$1,100 Annual Max

\$2,000 Lifetime Max on Ortho

Two cleanings per year

*No adult ortho

Vision: NVA Vision Benefit Program

Life and AD&D: \$1,000 (employee only)

G. The District will assess the savings for 2010-2011 and then determine the amount per hour to be paid, if any, for the 2010-2011 fiscal year (July 2010 through June 2011).

H. Anyone hired after January 1, 2008, who qualifies for health benefits (up to full family) will have those benefits prorated based on the number of scheduled work days divided by 240 days with the employee paying the difference. This will be paid through payroll deductions.

SNOW DAYS

Secretaries in this classification will not be required to report to work on days when school is closed due to inclement weather or other emergency. However, these days will be made up with no additional compensation according to the schedule set by the Board of Education.

Secretaries in this classification who work during the summer will be required to work on days when school is closed due to inclement weather or other emergency. However, if the supervisor feels it is not necessary that the secretary work and grants permission, the secretary will not be required to report for work and will be paid for the day. The secretary will be docked if he/she does not receive permission to miss work.

WORK RELATED PROBLEMS

If a secretary has a work related problem, she must talk to her supervisor first. If the supervisor is unable to give a satisfactory answer, the secretary may take the following steps:

A. Discuss the problem with the Superintendent of Schools.

B. If the problem is not resolved, the secretary may ask that she be given a hearing before the Board of Education.

EVALUATION

A written evaluation of all secretaries shall be made by their immediate supervisor in December of each year. The evaluation shall be discussed with, and signed by the secretary involved and placed in their personnel file in the superintendent's office. A copy of the evaluation form to be used is attached. (Pages 12 - 14)

DISCIPLINE AND EMPLOYEE RIGHTS

No employee shall be disciplined without just cause. Employees will be informed of applicable reasonable rules and policies governing their conduct prior to the imposition of any discipline based upon a violation of such rules and policies.

An employee shall be entitled to have present a representative of the secretarial group, upon the employee's request, during any disciplinary action or during an interview which reasonably could lead to discipline of the employee. When a request for representation is made, no action shall be taken with respect to the employee until such representative is present. In the event a disciplinary action is to be taken, the employee shall be advised of the right to representation under this section of the Agreement prior to action being taken.

Any formal complaint made against an employee by any parent, student, or other person will be promptly called to the attention of the employee. Any complaint not called to the attention of the employee may not be used in any disciplinary action against the employee nor placed in his/her personnel file.

It is agreed and understood that under normal circumstances the following progressive system of discipline shall be followed in disciplining employees:

- a) Verbal warning. This verbal warning shall be documented with the date and the topic.
- b) Written reprimand by the immediate supervisor.
- c) Suspension without pay.
- d) Dismissal.

Further, it is agreed and understood that there may be a combination or acceleration of such steps in a serious case.

TERMINATION

The service of a secretary may be terminated on the recommendation of the supervisor to the superintendent, who in turn recommends his/her release to the Board of Education. The supervisor shall make every effort to discuss unsatisfactory work practices and the means of correction with the secretary before recommending termination to the superintendent.

A secretary who resigns voluntarily is asked to submit in writing the intent to leave the system at least two weeks in advance of the effective date of termination, and to fill out a termination form at the superintendent's office.

LAY OFF PROCEDURE

The following guidelines will be used in the event a lay-off of secretaries becomes necessary:

- A. Positions will be eliminated and the person designated as laid-off.
- B. A laid-off person will be allowed to "bump" for another position on the following basis:
 - 1. Training and fitness for the job.
 - 2. Seniority.
 - 3. Preference of the Supervisor.
- C. "Bumping" shall not be allowed to cross group lines (Ex: custodians, aides, secretaries, etc. shall be considered separate groups). The central office employees shall be considered a separate group.
- D. Two-weeks written notice will be given a person on lay-off. A copy of this notice will be placed in the personnel file of the separate group.
- E. No credit on the wage scale shall be given a person during the lay-off period.
- F. Should the eliminated positions be restored, the following basis for recall will be used:
 - 1. Training and fitness for the job.
 - 2. Seniority.
 - 3. Preference of the Supervisor.
- G. A person who has been recalled must notify the school within two weeks if he/she desires to return to work. If such notification is not received within two weeks, the position will be filled with another person.

Wayland Union Schools
Review and Progress Report

Date _____ School _____

Evaluator _____ Employee _____

Position _____ Years at position _____

Years at WUS _____

Rate each item based upon the following:

1 = Does not meet expectations 3 = Meets expectations
5 - Exceeds expectations

Punctuality 1 2 3 4 5
Arrives on time for work each day and returns from lunch promptly or keep to schedule if other arrangements are made. Arrives on time for meetings.

Organization 1 2 3 4 5
Files are well organized so that others can access information without much effort. Keeps good notes. Training and informational materials are up to date.

Flexibility 1 2 3 4 5
Willingness to work around others needs and schedules. Easily makes the transition to other jobs and/or responsibilities as needed.

Knowledge 1 2 3 4 5
Technical knowledge of various office machines including basic PC requirements to perform job requirements. Provides input for discussion and troubleshooting. Uses experience to bring about new ideas and solutions.

Initiative 1 2 3 4 5
Willingness to take charge, when appropriate, to get things done.
Performs without being asked.

Follow Through 1 2 3 4 5
Completes projects, assignments, reports, etc. as required.
Promptly returns phone calls, messages, etc.

Communication & Public Relations 1 2 3 4 5
Maintains professionalism with students, parents, and staff, on
the telephone and in person. Is able to communicate urgency when
necessary and handle difficult situations.

Appearance 1 2 3 4 5
Dresses appropriately and adheres to appropriate dress code.

Miscellaneous

Areas for improvement

Signature of evaluator

Signature of employee

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