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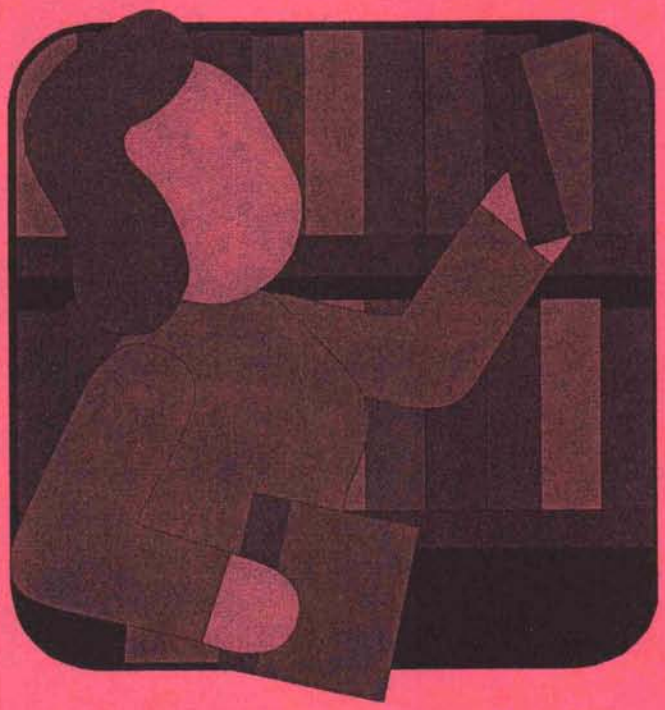

ALLEGAN PUBLIC SCHOOLS

LIBRARY COORDINATOR

EMPLOYEE

HANDBOOK

1997-98

Allegan Public Schools

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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.

TIME CARDS – I

A. Hourly employees are required to report their time worked on a time card. Recording another employee's time card will be cause for immediate discharge for both the employee recording another's time card and the employee requesting or directing the false recording.

B. Each employee will:

1. Fill in his/her card daily for each day during the two-week period. Each employee will record time in at arrival and record time out at the close of the day. Employees will record times out and in during their lunch break or during their normal workday only if they leave the building.

2. On days that an employee is absent, write in the reason for the absence (sick/who?. Approved leave, vacation, snow day, etc.) in the blank space where hours would have been recorded.

3. Write the total hours you work each day in the right hand column next to the time. The hours worked daily should be only those authorized, (Do not add extra minutes to the time authorized).

4. Overtime must be approved in advance by your Supervisor or Principal. The reason for overtime hours must be written in the margin and initialed by the Building Principal or Supervisor.

5. Write the Total hours worked (60, 75, 80, etc.) for the pay period in the upper left hand corner of the time card when it is complete.

6. Sign his/her time card at the end of each two-week period just below the employee's typed name.

C. The building Principal or Supervisor will review and sign all time cards before they are sent to the Central Office.

PAYMENT OF WAGES/HOURS WORKED – II

A. Employees will be paid according to job classification and years of experience.

B. It is expected that all hourly employees will work the hours they are scheduled or assigned to work unless given prior authorization to work different hours.

C. Employees shall be paid every two weeks with the pay week running Sunday through Saturday. Pay day is one week after each two-week pay period, and pay day is on Friday.

D. Hourly employees shall be paid for hours worked and for approved sick leave and holiday leave.

E. Hourly employees will be paid time and one-half for authorized hours worked beyond 40 hours per week. Employees may not work hours beyond the normal day or work week without prior authorization. Paid sick leave, holiday leave, and days off due to inclement weather are not considered hours worked when computing overtime pay.

F. No sick leave shall be used to increase an employee's work week (for overtime computation) to over forty (40) hours.

G. An employee may be required to take compensatory time off for extra hours worked.

H. An employee who terminates his/her final payment of wages as soon as reasonably can be done following termination of employment.

I. The Employer will pay basic retirement cost for each regular employee.

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.

HOLIDAYS – VII

A. The following days are to be reimbursed as paid holidays:

July 4th (fifty-two week employees only)
Labor Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday
Memorial Day

B. To be eligible for holiday pay, the employee must:

1. Have been employed 30 calendar days prior to the holiday
2. Have worked the scheduled work day before and after the holiday, unless:
   a. The employee was on an approved sick or funeral leave day
3. An employee will not receive holiday pay if the employee is on an approved leave of absence during, immediately before, or immediately after a holiday.

C. If the holiday is observed during the week, no work shall be scheduled on that day except in an emergency.

D. If the holiday is observed during the weekend, either Friday or Monday will be scheduled as the holiday.

E. In the event it is necessary for an employee to work an a paid holiday, the employee will receive time-and-one-half his/her hourly rate of pay, in addition to holiday pay, for all hours worked.

HOSPITALIZATION INSURANCE – VIII

A. The Board will make available the following options from which an employee may select one:

Option 1 – The Board will pay 95% of full-family hospitalization insurance, with the carrier named by the Board. (Option 1 is not available if such coverage would be substantially equivalent to or would duplicate the hospitalization insurance with which the employee is already covered, it being the intention of the Board to provide necessary insurance, but also the intention of the Board that no employee shall have double coverage which has no reasonable benefit to the insured),

Option 2 – An employee who does not desire the insurance coverage in Option I may receive a cash payment of $10.00 per hour paid monthly, based on the average hours worked per day. The employee may choose to invest this cash benefit, via payroll deduction.

B. The insurance benefits for either Option I or Option 2 (above) will be paid in full by the Board for all employees who are employed by the school district eight (8) hours per day, forty (40) hours per week, and are "full school year" employees. "Full school year", for insurance purposes, includes regular eight-hour employees who are employed in a position that extends throughout a full nine-and-one-half month school year.

C. Regular part-time employees (working throughout the school year but less than eight (8) hours per day) who select one of the above options will have their insurance premium benefit pro-rated. The employee's share of any required additional premium will be deducted from the employee's paycheck each month (or paid directly to the Business Office by the employee during summer periods when the employee is not working).

D. Substitute employees or regular employees who are employed less than fifteen (15) hours per week will not be eligible for any of the above insurance benefits.

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 VSPI.

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.

F. Upon retirement from the Allegan Public Schools, the Board of Education will pay for an employee's accumulated sick time according to the following schedule: The first 100 hours of accumulated sick time will not be considered for payment. The Board will begin the payment schedule with the 101st hour of accumulated sick time at a rate of $3.00 per hour. This rate will continue up to 250 hours of accumulated sick time. From 251 hours to 500 hours the rate will be $3.50 per hour. At 501 hours to 750 hours the rate will be $4.00 per hour and after 750 hours the rate will be $4.50 per hour. Example: Employee X retires from the Allegan Public Schools with 380 hours of accumulated sick time. This employee can expect to receive a check for $900.00 according to the Sick Leave Plan.

Calculation:	380 hours accumulated sick leave time
Less:	100 hours (First 200 hours not considered for payment)
	280 hours the Board will pay
	250 x $3.00 = $750.00 (Total amount due at the $3.00 rate)
plus:	30 x $3.50 = $150.00 (Total amount due at the $3.50 rate)
	280 hours = $900.00 (Grand Total according to the Plan)

G. By action of the Administration, exceptions may be made for individual cases under unusual circumstances.

WORKER'S COMPENSATION – XI

A. All employees shall be covered by Worker's Compensation insurance under Michigan Worker's Compensation Law. Any employee who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law, shall not have his/her accumulated sick leave days reduced while receiving pay through Michigan Worker's Compensation.

B. Employees who are receiving pay from Worker's Compensation for time off the job will not receive pay from Allegan Public Schools for the same period of time.

C. Employees who are receiving Worker's compensation payments and have been granted total disability benefits shall not, during the same period, earn vacation leave time.

D. Employees who are injured while at work must notify their supervisor as soon as possible and make a written report of the injury. The report must be turned in to the Central Office within twenty-four (24) hours.

INCLEMENT WEATHER – XII

A. When schools are closed by the Superintendent because of inclement weather or other unforeseen reasons, library coordinators need not report for work. A paid deduction for such closing shall not be made provided said employee was scheduled to work and provided the school day is not rescheduled by State law. The library coordinator's immediate supervisor has the option of requesting an elementary librarian to report on inclement weather days.

B. On days when equipment failure, or other unforeseen circumstances, force the closure of a school building, employees will report to work as scheduled, unless otherwise directed by the Employer. Employees who report to work will receive normal pay for hours worked. Employees directed not to report will not receive pay.

PERSONAL BUSINESS LEAVE – XIII

A. Employees may be granted no more than two (2) days of their accumulated sick leave to be used as Personal Business Leave each year, without loss of pay, to transact non-social, non-recreational personal business, which is of an urgent nature and cannot reasonably be transacted at another time. Arrangements for such leave must be made 24 hours in advance (except in emergencies) with the employee's immediate supervisor. No Personal Business Leave day shall be taken on a work day immediately before or after a holiday.

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