

1989-90
Regulations
Manual

CLERICAL PERSONNEL

REGULATIONS
MANUAL

BRANDYWINE PUBLIC SCHOOLS

NILES, MICHIGAN

Brandywine Public Schools

July 1, 1989

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

CLERICAL PERSONNEL REGULATIONS

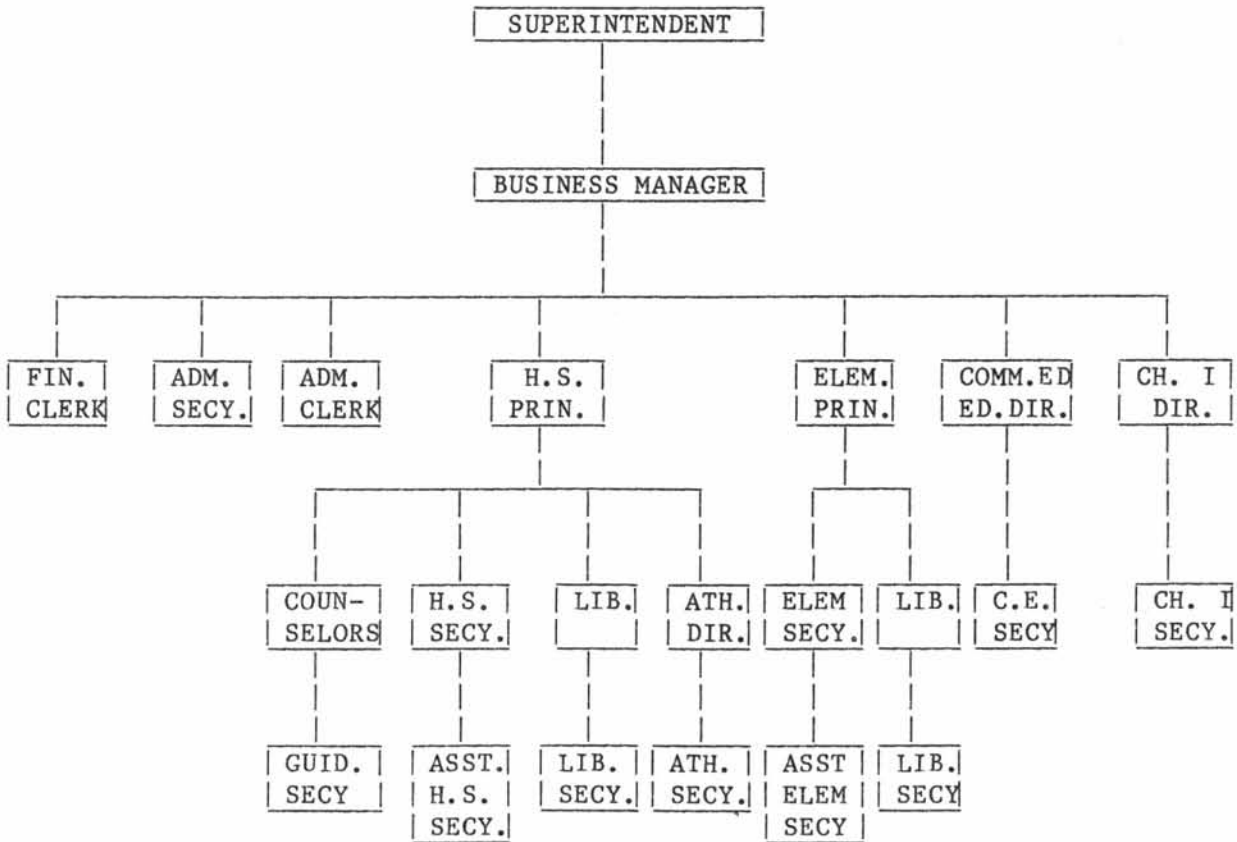
1. CLERICAL ORGANIZATION STRUCTURE

Following is an organization structure chart, illustrating each clerical position and the line of responsibility for that position. Each position has primary responsibility to his/her immediate supervisor.

CLERICAL ORGANIZATION

for

BRANDYWINE PUBLIC SCHOOLS



2. GENERAL REQUIREMENTS FOR EMPLOYMENT

A. TRAINING

The employee shall have such training and skills as may be required to successfully carry out the requirements of the job.

B. PROBATIONARY PERIOD

All employees new to a position shall be placed on a probationary period of ninety (90) calendar days as prescribed in #4217 of the Policy Handbook. If performance during the probationary period is unsatisfactory, employment may be terminated.

C. TB TEST

The new employee must provide evidence of freedom from communicable tuberculosis as a condition for entering employment.

D. PHYSICAL EXAMINATION

A physical examination may be required of any employee.

3. HEALTH REQUIREMENTS

A. TB TEST

An examination providing evidence of freedom from tuberculosis is required. This examination must be passed at least once each three (3) years or whenever requested by the administration. The cost of this examination will be paid by the school system.

B. PHYSICAL EXAMINATION

For protection of the many persons involved in the school system, a physical examination may be required at any time. Such physical examination will be performed by a physician selected by and paid by the school administration.

4. ASSIGNMENT AND TRANSFER

Clerical personnel are subject to assignment and transfer at the sole discretion of the school administration after consultation with employee and his/her supervisor.

When a vacancy occurs, any present employee may apply for that current position. All vacancies will be posted or sent to all current clerical employees.

An employee who requests a transfer to a greater or lesser group shall be placed on the salary scale of that group at the same step as he/she occupied in his/her former classification.

5. RESPONSIBILITIES AND DUTIES

The responsibilities and duties of clerical personnel shall be determined by 1) assignment of the immediate supervisor, and 2) responsibilities imposed by each job description.

6. EVALUATION

All clerical personnel will annually have a minimum of one (1) written evaluation of their performance. This should be written and discussed with each employee by June 15 of each year. The superintendent will designate the evaluator of each employee.

7. VIOLATIONS

Violations of employment are listed in #4219 of the Policy Handbook.

8. CONDITIONS OF EMPLOYMENT

A. LENGTH OF WORK YEAR

There are three classifications in respect to the length of time worked: twelve-month employees, eleven-month employees, and ten-month employees.

Usually the clerical positions are classified as follows:

Twelve-month Employees

Administrative Secretary
Administrative Clerk
Community School Secy.
High School Secretary

Eleven-month Employees

Ath. Dir/Food Service Secretary
Elementary Secretary
Guidance Secretary

Ten-month Employees

Chapter I Secretary
Elementary Asst. Secretary
Elementary Food Service Clerk
High School Asst Secretary
Library Secretary

TWELVE-MONTH EMPLOYEES

These personnel are considered year-round employees, working continuously with only holiday and vacation times off work. The recognized holidays are as follows:

New Year	2 days
Good Friday	1/2 day
Memorial Day	1 day
Fourth of July	1 day
Labor Day	1 day
Thanksgiving	2 1/2 days
Christmas	2 days
President's Day	1 day

TEN AND ELEVEN MONTH EMPLOYEES

These personnel are expected to work the days that school is scheduled plus a maximum of two weeks prior to school opening and two weeks after the school year ends, to be assigned by the supervisor. To be eligible for any holiday pay, the employee must work or take a vacation day the day prior to or after the holiday. The recognized holidays are as follows:

New Year	2 days
Good Friday	1/2 day
Memorial Day	1 day
Labor Day	1 day
Thanksgiving	2 1/2 days
Christmas	2 days
President's Day	1 day

DEFINITION OF EMPLOYEE YEARLY WORK SCHEDULE

TEN-MONTH EMPLOYEES

A ten-month employee shall work two weeks before the first scheduled day of school and two weeks after the final day of school. They will not work during winter or spring breaks.

ELEVEN-MONTH EMPLOYEES

An eleven-month employee shall not work the month of July nor winter or spring breaks. They shall work the same schedule otherwise as twelve-month employees.

TWELVE-MONTH EMPLOYEES

A twelve-month employee shall work year round with time off for holidays and vacation time. They are expected to work during spring and winter breaks and the month of July.

EXCEPTIONS

Any additional time worked, above and beyond that defined in this section, by secretarial or clerical personnel must be presented in writing to the Superintendent of Schools for approval.

B. LENGTH OF DAYS

The daily work schedule will be established by the immediate supervisor for each position. All hours of work beyond forty (40) hours per week or over eight (8) hours in one day will be compensated at a rate of one and one-half times the employee's regular hourly rate.

A "full-time" employee is defined as an employee who works seven (7) or more hours per normal working day for five (5) days per week. Each full-time employee will be provided fifteen (15) minutes maximum relief time in the morning and in the afternoon. A non-paid lunch period of thirty (30) minutes will be provided.

C. LEAVES OF ABSENCE

I. SICK LEAVE

At the beginning of each fiscal year, each twelve-month clerical employee will be credited with a 12-day sick leave allowance, each eleven-month employee will be credited with an 11-day sick leave allowance, and each ten-month clerical employee will be credited with a 10-day sick leave allowance. These may be used for absence caused by illness or physical disability. The unused portion of the allowance shall accumulate from year to year without limit.

A leave of absence without pay and without benefits may be granted for a period of up to one (1) year to any employee who is physically or emotionally unable to perform the requirements of his/her job. Such leave of absence must be requested in writing. Upon conclusion of such unpaid leave of absence, the employee will be eligible to return to the same job assignment and rate of pay without loss of seniority. The

administration reserves the right to require a physician's statement to support the necessity of an absence or the availability for return to work.

II. CRITICAL ILLNESS LEAVE

Necessary time off with pay not to exceed five (5) days shall be allowed for each critical illness in the employee's immediate family. Such leave time will be deducted from the employee's available sick leave bank. "Critical illness" shall be defined to mean a terminal illness or an illness which the attending physician considers sufficiently severe to require the employee's absence from work. "Immediate family" shall be defined in this section to include the employee's current spouse, child, or parents.

III. FUNERAL LEAVE

Necessary time off with pay, but not to exceed five (5) days, which shall not be deducted from the employee's accumulated sick leave bank, shall be allowed for each death in the employee's immediate family. "Immediate family" shall be defined in this section to include the employee's current spouse, child, parent, grandparents, grandchildren, brother, sister, parents-in-law, daughter-in-law, son-in-law, or any other member of the family who lives in the home of the employee.

IV. PERSONAL BUSINESS LEAVE

Employees will be granted a maximum of two (2) days per school year personal business leave each year for the purpose of conducting personal business which is impossible to transact after

working hours. No personal leave days shall be granted the day before or following a holiday or vacation period.

Requests for personal business leave shall be made in writing on forms provided for that purpose. Leave days are subject to the approval of the immediate supervisor.

Such leave days shall not be accumulated and shall be deducted from unused sick leave.

D. SNOW DAYS

On days when school is closed because of adverse weather conditions, the following procedure will be followed:

TWELVE-MONTH EMPLOYEES

Employees are expected to report to work on snow days unless conditions are so severe that they cannot make it in. Up to three (3) paid snow days will be allowed for such days when it is impossible for an employee to get to work. For each snow day, not to exceed three (3), that an employee does report to work, he/she will be given credit. These "credit days" may be used at a later date on a day that an employee cannot report to work because of weather or as a vacation day. They must be used in the current school year. All snow days beyond three (3) on which an employee does not report to work will be unpaid.

TEN-MONTH AND ELEVEN-MONTH EMPLOYEES

Employees are not expected to report to work on snow days. (On special occasions a supervisor may request an employee to report to work.) The first three (3) snow days of the school year are paid days. All snow days beyond three (3) are unpaid.

E. VACATION SCHEDULE - CLERICAL EMPLOYEES

The vacation credit year extends from July 1 to June 30 of the preceding year. The vacation year is the year in which the vacation is taken. Vacation credit for the first year of employment is prorated as follows:

Portion of the year worked/full work year.

VACATION SCHEDULE

<u>Twelve-Month Employees</u>		<u>Eleven-Month Employees</u>		<u>Ten-Month Employees</u>	
<u>Credit Year</u>	<u>Vacation Days</u>	<u>Credit Year</u>	<u>Vacation Days</u>	<u>Credit Year</u>	<u>Vacation Days</u>
1-2	5	1-2	4	1-2	4
3-5	10	3-5	8	3-5	7
6-9	13	6-9	11	6-9	10
10-11	15	10-11	12	10-11	11
12-13	16	12-13	14	12-13	12
14-15	17	14-15	15	14-15	13
16-17	18	16-19	16	16-19	14
18-19	19	20 & Over	17	20 & over	15
20 & over	20				

All vacation days must be approved in advance by the immediate supervisor.

Vacations are not cumulative from year to year but must be taken during the vacation year immediately following that in which they are earned (by August 31). If vacations are not taken within that year, they will be forfeited.

9. SALARY SCHEDULES

All positions are assigned a classification for salary purposes. The ranking of the classification is based upon training needed, level of

performance needed, and responsibility level. The hourly rate for each level will be determined by the administration.

CLASSIFICATION I	Administrative Secretary Senior High School Secretary Elementary School Secretary
CLASSIFICATION II	Senior High Asst. Secretary Elementary Asst. Secretary Community School Secretaries Administrative Clerk Guidance Secretary Ath. Dir/Food Service Secretary
CLASSIFICATION III	Chapter I Secretary Library Secretary
CLASSIFICATION IV	Elementary Food Service Clerk Substitute Clerical

10. INSURANCE

The Board agrees to furnish to full-time clerical personnel the following insurance protection:

1. Hospitalization
 - a. Set, Inc. Ultra Med C. Coverage (full family, self & spouse or single)
2. Dental
 - a. Set, Dental Coverage (full family)

Those employees choosing not to be covered by the Ultra Med C program shall be given the option of selecting optional coverage equal to the cost of the single coverage.

Ten-month employees who work a minimum of seven (7) hours per day are eligible for up to 80% of the benefits available to the twelve and eleven-month personnel.

1989-90 SALARY SCHEDULE

<u>CLASS</u>	<u>STARTING</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>	<u>4 YEARS</u>	<u>5+ YEARS</u>
I	\$8.40	\$8.66	\$8.93	\$9.19	\$9.45	\$9.71
II	\$7.61	\$7.88	\$8.14	\$8.40	\$8.66	\$8.93
III	\$6.83	\$7.09	\$7.35	\$7.61	\$7.88	\$8.14
IV	\$5.72	\$5.99	\$6.25	\$6.51	\$6.77	\$7.04

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