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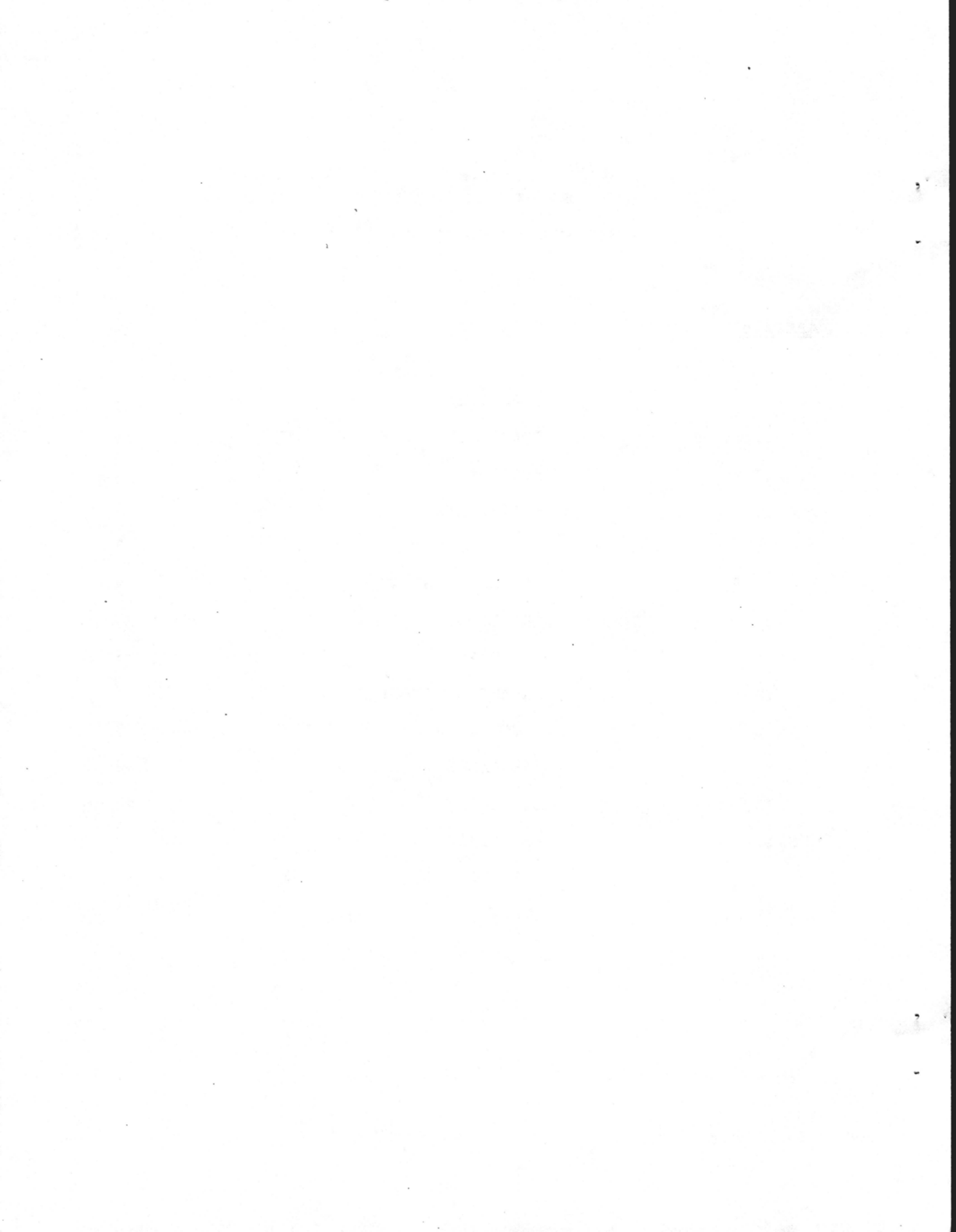
NORTHVIEW PUBLIC SCHOOLS
EMPLOYMENT REGULATIONS

ADMINISTRATION BUILDING EMPLOYEES
JULY 1, 1992 - JUNE 30, 1994

Northview Public Schools

NORTHVIEW PUBLIC SCHOOLS
ADMINISTRATION BUILDING EMPLOYEES

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NORTHVIEW PUBLIC SCHOOLS
ADMINISTRATION BUILDING

EMPLOYMENT REGULATIONS

I. CLASSIFICATION

- A. The following employees shall be covered by this employment guide:

<u>Position</u>	<u>Classification</u>
Secretary to Superintendent	S-1
Secretary to Assistant Superintendent	S-1
Special Education Secretary	S-2
Receptionist/Community School Secretary	S-2
Duplicator Operator	S-3
Part-time/Temporary	S-4
Accounting/Payroll	A-1
Computer Coordinator	A-1
Accounts Payable/Purchasing	A-2

- B. Full-Time: Employees working six (6) hours or more per day for forty-eight (48) weeks or more per year.

School Year: Employees working six (6) hours or more per day and at least a school year or more, but less than forty-eight (48) weeks.

Regular Part-Time: Regular full-time or school year employees in the categories above working on a regular basis, but less than six (6) hours per day.

Part-time/Temporary: Any employee other than the above categories.

II. CONDITIONS OF EMPLOYMENT

- A. Each new employee before taking up her/his duties for the school district must have on file a health certificate indicating the individual's physical fitness for her/his duties signed by a licensed doctor of medicine. Employment in any position shall be contingent upon filing this certificate with the Assistant Superintendent.

- B. A new employee hired to fill a vacancy, other than that of a temporary nature, shall have a status of a probationary employee for ninety (90) calendar days. Employment during the probationary period shall be on a day-to-day basis with no paid holidays or sick leave, should they fall during the probationary period.

Probationary employees may be terminated with or without cause. When a probationary employee has been terminated without cause she/he should be given five (5) days notice and have been under qualified training and close supervision.

After an employee has completed the probationary period of employment and has proven to be satisfactory, the employee will be given the status of a regular employee. Retroactive payment will be made for any sick leave and holidays as provided under the named sections.

- C. Each employee who moves into a new classification is on probation for the first six (6) months in that classification. If the employee is unsatisfactory or not qualified, she/he will return to her/his previous job status providing a vacancy exists.

III. EVALUATION

Each employee shall receive a formal evaluation at least once every other year by their Administrator. Such evaluation will normally be completed prior to May 1. The employee shall receive a copy of the written evaluation.

Evaluations are made with the objective to assist the employee in improving her/his working techniques, skills, relationship with other employees, job knowledge, and/or other responsibilities that may be associated with the position.

IV. RETIREMENT

- A. The retirement age for Central Office employees shall be seventy (70) years.
- B. A member of the Central Office Staff must retire on June 30 following her/his seventieth (70) birthday. If her/his seventieth (70) birthday falls after the close of the school year and before the official opening day

of the succeeding school year, the member must retire as of June 30 of the school year just completed.

- C. The Board of Education may require retirement prior to age seventy (70) of any Central Office employee whose physical or mental health, as determined by a Board appointed physician, makes it impossible for the employee to meet the normal obligations of her/his regular assignment. The expense of this medical examination shall be assumed by the Board of Education.
- D. After ten (10) years of continuous employment a full-time or school year employee who reaches the age of retirement to qualify for benefits under the Michigan Public School Retirement System and severs her/his employment with the Northview Public Schools, the Board shall pay the employee their choice of either:
 - 1. For each day of accumulated unused sick leave the following rates:
 - \$21.00 per day.
 - 2. Accumulated days frozen as of June 30, 1976:
 - \$15.00 per day.

V. HOURS OF WORK

- A. The work week shall be deemed to start on Monday. Daily and weekly schedules will be maintained as uniformly as possible.

Time and one-half the regular hourly rate will be paid for all hours in excess of 40 hours per week, unless other arrangements are made with the Administration.

- B. The normal work year for employees will be for a period of fifty-two (52) weeks, unless otherwise specified.
 - 1. Compensatory time may be accumulated in lieu of overtime payment as follows:
 - a. Time accumulation must be in increments of thirty (30) minutes or greater.
 - b. Time must be entered on a separate time sheet and signed by the Assistant Superintendent and submitted to the payroll office.
 - c. Usage of compensatory time of two (2) hours or less may be used without

advance approval; however, please notify the Assistant Superintendent and any affected central office staff member.

- d. Usage of compensatory time in excess of two (2) hours is subject to advance approval.
- e. When compensatory time is used an absence slip must be completed specifying compensatory time as reason for absence.

C. The normal work year for employees will be for a period of fifty-two weeks, unless otherwise specified.

VI. LEAVES WITH PAY

A. An employee absent from duty on account of personal illness shall be paid her/his full salary for the period of absence, not to exceed one (1) day per month of employment.

Absence for the purpose of caring for an ill or injured member of the employee's household will be deducted from the employee's accumulated sick leave and shall not exceed five (5) days in any given fiscal year.

Unused leave time shall be cumulative and credited to the employee's account. Accumulation of unused leave time is 80 days. (As of September 30, 1980, all full-time employees with more than 60 days of accumulated sick leave will have those days frozen in their individual accounts.)

B. Two (2) days of absence per fiscal year, for personal or business reasons may be granted during the year without loss of salary, after the probationary period has been attained. All personal business days must be approved by the Assistant Superintendent. Unused days will be added to sick leave accumulation subject only to maximum accumulation.

C. Absence without loss of salary shall be allowed according to the following schedule.

- Death of parent, parents-in-laws, spouse, child, sister, brother:

---up to five (5) workdays.

- Death of other member of the immediate family of employee's spouse:

---up to two (2) workdays.

- Death of other relative or friend:

---up to one (1) workday.

The first five (5) days will not be charged to sick leave. Any days absent in excess of five days will be charged to annual or accumulated sick leave. If sick leave is not available any approved days off will be without pay.

- D. Employees are expected to work their regular shift when school is not in session due to inclement weather unless notified otherwise by the Administration. Payment and/or leave criteria shall be determined as follows:
 - 1. If the school days are not going to be rescheduled, payment for hours worked on "snow" days will be at twice the normal rate of pay or, as determined by the Administration, employees will be given compensatory time off for actual hours worked.
 - 2. If the school days are rescheduled, employees who do not report for work on "snow" days will not be paid unless personal leave time is authorized.
- E. The Board will pay the difference between regular compensation loss and jury duty pay received from the court by any employee required to serve as a juror during regularly assigned working time.
- F. Any employee who is not absent due to sickness or injury for twelve (12) months immediately preceding her/his birth date anniversary shall receive that day as a paid holiday. If the birthday is not on a regularly scheduled work day, the day before or after the weekend or holiday period will be designated as the paid birthday holiday. It is the employee's responsibility to notify their supervisor at least ten (10) days in advance of their birthday.

VII. LEAVES WITHOUT PAY

- A. Leaves for sickness or injury of an employee may be granted upon written notice by the Board for periods up

to one (1) year, subject to renewal by the Board. Seniority shall accumulate during such leave.

- B. Leaves for personal reasons may be granted at the sole discretion of the Board.
- C. Leaves for child care shall, if requested, be granted for a period of three months beyond the termination of paid sick leave. Such leave may be extended at the sole discretion of the Board.

VIII. HOLIDAYS

A. General Conditions:

The following conditions shall be met in order to obtain holidays with pay:

- 1. On the date of the holiday, the employee has been on the payroll for at least thirty (30) calendar days.
- 2. The employee has completed the last scheduled work day for her/his classification, prior to the holiday, unless same falls within a vacation period in which the employee is not required to work, and commence work at the scheduled time on the next regularly scheduled work day after the holiday.
- 3. In the event an employee is unable to work the day before or after the holiday which is excused by the Administration because of proven illness or injury, requirement two (2) shall not apply.

B. Each full-time employee will be entitled to their regular pay for each of the following holidays:

Fourth of July	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	Good Friday*
Friday after Thanksgiving	Memorial Day

*providing no school - if school is scheduled for one-half (1/2) day, employees will receive one-half (1/2) day holiday pay.

Two (2) additional days will be granted during Christmas or Spring recess.

C. Regular part-time or school year employees will be entitled to the following holidays:

Labor Day	Christmas Day
Thanksgiving Day	New Year's Day
Friday after Thanksgiving	Memorial Day

IX. VACATION BENEFITS

A. General Conditions:

1. Vacation accrual and usage:
 - a. New employees will begin to accrue vacation time on their hire date but cannot use the time until after six (6) months from date of hire.
 - b. Any earned vacation is available for use as accrued after six (6) months of employment; however, it is subject to advance approval to ensure continuity of office operations. Vacation may not be taken in advance of accrual.
 - c. Vacation earned during any given fiscal year must be taken within twelve months after the end of the year in which it was earned unless carry-over is authorized in advance by the Assistant Superintendent.
2. Vacation will be paid on the regular pay day for the period which the employee was on vacation.
3. Vacation pay will be computed on the basis of the employee's regular pay.
4. Extended vacation periods of one (1) week or more will generally be taken at Christmas, spring break, or summer break periods unless specifically authorized otherwise by the Assistant Superintendent.

Short term vacation of one (1) week or less must be approved by the Assistant Superintendent with adequate notice (generally one (1) week or more unless an emergency occurs).

B. Length of Vacation:

1. Each full-time employee shall, as of June 30 of each year, be entitled to receive vacation and

vacation pay based upon her/his length of continuous service with the school district as of June 30, as follows:

More than 60 days but less than one (1) year:
- Prorate of ten (10) days.

One (1) to five (5) years: - Ten (10) days.

Six (6) to twelve (12) years: - Fifteen (15) days.

Thirteen (13) or more years: - Twenty (20) days.

2. Each regular part-time employee shall receive, after one (1) year of continuous service:
 - a. Two (2) weeks of paid vacation.
 - b. Vacation pay will be computed on the basis of the employee's regular pay.

X. PROCEDURE FOR SUGGESTIONS AND COMPLAINTS

Any employee may discuss a suggestion or complaint with the Assistant Superintendent at any time provided such discussions are confined to the time reasonably necessary and does not interfere with the normal operations of the office.

If a complaint is not satisfactorily settled within fifteen (15) work days, or if an employee feels that a suggestion she/he has made is not satisfactorily credited after meeting with the Superintendent, the employee may request a meeting with a Committee of the Board of Education to discuss the matter.

XI. INSURANCE

A. The Board of Education shall provide each full-time employee with the following insurance benefits:

1. Comprehensive semiprivate, full-family health insurance program; OR
2. An amount equivalent to Blue Cross-Blue Shield, MFV II, single member insurance premium rate towards the purchase of approved options; PLUS
3. Full family dental program and \$5,000 Term Life Insurance.

B. The Board of Education shall provide each school year

employee with the following insurance benefits:

1. A comprehensive, semiprivate, health insurance program for each school year employee; OR
 2. Full Family dental program and \$5,000 Term Life Insurance.
- C. The Board of Education shall provide, if elected, each regular part-time employee working four (4) hours or more per day:
1. Full family dental program and \$5,000 term life insurance; OR
 2. Up to \$60.00 per month towards the purchase of approved options.

D. Salary Protection Plan (LTD)

The Board of Education will make available to each full-time employee a Salary Protection (Long Term Disability) insurance program to enhance the present sick leave provisions with the following conditions.

1. There will be a limit of 66-2/3 (75% monthly pay limit) of income not to exceed \$3,000 per month prorated over a twelve (12) month period to age 65.
2. There will be a ninety (90) calendar day waiting period.
3. The Board of Education will consider any financial offset such as Workers' Compensation, Social Security, other insurance income, etc. to determine its obligations to the employee (freeze on offsets).
4. Alcoholism/drug addiction - 2 year limit.
Mental/nervous - 2 year limit.
5. The coverage shall become effective at the beginning of the insurance month immediately following the time they begin their assigned duties.
6. An employee who qualifies for Long Term Disability will be afforded medical care premium payments as outlined under Health Insurance through the end of the school year in which the disability occurs.

7. All other benefits are severed with the exception of medical care at the point in time where the employee can no longer provide services to the district.

E. Life Insurance

The Board agrees to provide \$25,000 Term Life and \$25,000 Accidental Death Insurance coverage for all full-time employees. Such coverage shall begin, in the case of new employees, at the time they begin their employment. Coverage will terminate at the end of the month following termination of employment. The Board will not be liable for claims beyond what its carrier(s) will provide.

XII. LONGEVITY

Each full-time employee completing their sixth full year of continuous employment shall receive longevity pay per the following schedule:

Seven (7) years	\$340.00
Eleven (11) years	418.00
Sixteen (16) years	549.00
Twenty-One (21) years	679.00

Fifty percent (50%) of the eligible payment will be paid in the first pay in December with the balance being paid in the last pay in June. Longevity payments will be made to active employees only.

XIII. PAY GUIDE

1992-93

<u>Class</u>	<u>Probation</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S-1	11.00	11.69	12.10	12.52	12.93	13.34	13.75
S-2	9.89	10.50	10.87	11.24	11.61	11.99	12.35
S-3	8.16	8.66	8.98	9.28	9.58	9.89	10.20
S-4	8.85	8.85	8.85	8.85	8.85	8.85	8.85
A-1	11.29	12.00	12.41	12.84	13.26	13.69	14.11
A-2	10.41	11.07	11.45	11.84	12.24	12.62	13.02

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S-1	11.50	12.22	12.65	13.08	13.51	13.95	14.37
S-2	10.33	10.97	11.36	11.75	12.13	12.53	12.91
S-3	8.53	9.05	9.38	9.70	10.01	10.33	10.66
S-4	9.25	9.25	9.25	9.25	9.25	9.25	9.25
A-1	11.79	12.54	12.97	13.42	13.86	14.31	14.74
A-2	10.88	11.56	11.97	12.37	12.79	13.19	13.61

Credit on the pay schedule may be given for prior experience and/or education.

XIV. MISCELLANEOUS PROVISIONS

- A. Employees who are required to drive their personal automobile in the performance of their duties shall be paid at the current rate allowed by I.R.S.
- B. If an employee is required to drive her/his personal vehicle for school business and has a property damage accident which is not her/his fault, the Board will pay if applicable the deductible but not to exceed \$250.

XV. DURATION.

This contract is effective July 1, 1992, and expires June 30, 1994. The Board will review the future employment regulations in a timely manner.

