

8860

6/30/90

WEBBERVILLE COMMUNITY SCHOOLS

WORKING POLICY

between

WEBBERVILLE BOARD OF EDUCATION

and

BUILDING SECRETARIES

July 1, 1987 through June 30, 1990

*Webberville Community Schools*

LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University

Only the Board of Education may alter or amend the contents of this Working Policy. No other person or school employee may alter or amend the terms of the Policy and employees may not properly rely upon oral or written communications inconsistent with the foregoing. Any amendments to this Policy authorized by the Board of Education will be in writing. The Board of Education also reserves the right to modify any and all of its personnel policies at any time and in its sole discretion.

CAUSE FOR DISCHARGE COULD BE THE FOLLOWING

1. Absence without proper notification.
2. Absence without good and sufficient reason.
3. Repeated and chronic tardiness.
4. Insubordination to a work supervisor or supervisors.
5. Incompetence in work performance.
6. Employees must establish and maintain proper relationships with students. Accordingly, improper physical contact, mistreatment, or other misconduct directed toward children by an employee will constitute sufficient reason for loss of employment.
7. Conduct unbecoming a school employee such as drinking or cursing on the job, being unkept, stealing, or, other criminal offenses.
8. Shows disrespect for co-workers or supervisors in public.
9. If charged with a felony, you can be suspended with pay until proven guilty. Charges will be removed from your records if not proven guilty.
10. Falsification of documents related to his/her compensation, or, that of another employee, including but not limited to the application for employment, time sheets, leaves of absence cards, and vacation request forms.
11. Failure to give timely notice of intent to return from layoff or extended leave of absence.

As a rule, an employee is expected to notify the employer that he wishes to terminate his employ for whatever reason and the "standard" ten (10) day notice might be well considered.

Employees who have been employed at Webberville Schools, but, who leave for unauthorized reasons and then return, are to be re-employed at the lowest step.

SENIORITY RIGHTS

Employees of Webberville Schools may be laid off at any time upon ten (10) days written notice when the Board of Education, in its discretion, determines to reduce the number of personnel and/or reorganize job responsibilities.

Layoffs will be by seniority in a classification provided that the remaining employee(s) are qualified to perform the remaining work.

Laid-off employees may be considered eligible for recall when the Board of Education determines to restore positions or otherwise increase the size of the work force. Recall rights shall not exist longer than eighteen (18) months after an employee's date of layoff. Recall will be based upon the availability of the employee and upon his/her qualifications to perform the open job as determined by the school district. It is the employee's responsibility to leave a current address and phone number for notification purposes in the office of the Superintendent.

Employees are subject to assignment and transfer at the discretion of the school administration.

PROBATIONARY STATUS

Any newly hired employee is considered probationary for the first ninety (90) days of his employment. The employer may replace the employee any time within that period.

WORKING HOURS

The employee's working hours will be scheduled annually by the school administration. The school district reserves the right to modify or change working hours of any employee, with ten (10) days advanced notice.

All employees will be permitted two (2) fifteen (15) minute rest periods during the normal working day. This rest period is not charged against the employee's time. One of these periods is to be taken in the morning, another in the afternoon.

REPORTING TIME WORKED

All non-teaching employees are to fill out time sheets. These must be signed by respective supervisors late Friday afternoon. Time is to be recorded DAILY. Any overtime worked must be indicated in five (5) minute blocks.

No employee may work overtime without prior permission of his/her supervisor.

A present employee who is transferred to another job description will retain credit for the total years worked in the Webberville Community Schools.

SICK LEAVE

All non-teaching employees will receive one (1) day sick time per each month worked, with unlimited accumulation.

In general, sick leave is to be expended only if one is personally sick, although, sick leave may be taken for family sickness, such as in home children.

#### RETIREMENT

Upon termination of services from Webberville Community Schools, employees retiring from the Webberville Community Schools and hired by the Webberville Community Schools prior to July 1, 1987 will receive 50% of their unused sick days up to one hundred days. Example: If an employee had accumulated sick days at time of retirement equalling one hundred fifty (150), the employee would be paid for 50% of one hundred (100) days. In other words, the employee would be paid for fifty (50) days. The pay will be computed on the employee's current hourly pay at the time of retirement. The Board shall have the option of making the payment in one lump sum or to spread the payment out over five (5) years with a payment of at least twenty (20) per cent of the total amount each year.

Retirement means:

1. Attaining age sixty (60) and having ten (10) or more years of service credit.
2. Attaining age fifty-five (55) and having thirty (30) or more years service credit, or,
3. Attaining age fifty-five (55) while still working and having accumulated fifteen (15) or more years of service, but less than thirty (30), of which five (5) consecutive years are immediately preceding the employee's retirement allowance effective date (however, the allowance under three (3) is permanently reduced one-half ( $\frac{1}{2}$ ) of one (1) percent for each month from the date the employee would attain age sixty (60) and shall thereafter continue at the reduced rate.

#### MEDICAL EXAMINATIONS

The Webberville Community School District shall require a statement of freedom from communicable tuberculosis as a condition of entering its employment for all personnel. This statement must be signed by a physician licensed to practice in the state of Michigan or by a local Health Department official. Such statement shall be valid for a period of three (3) years from the date of signing and employees are responsible to hold a valid statement at all times during their employment. The employee is also responsible for submitting a photocopy of that statement which shall be included in the employee's personnel file maintained in the Superintendent's office.

Employees may be required to have a medical examination. If required, the cost will be paid by the Board of Education. To receive payment, a receipt from the doctor must be presented. The frequency of the medical examinations shall be at the discretion of the Board. Further, the Board reserves the right to name a specific medical doctor in specific instances.

PERSONAL BUSINESS DAYS

All non-teaching employees receive two (2) personal business days per year. These days are non-accumulative, and, will not be deducted from accumulated sick time.

Employees on a fifty-two (52) week schedule will be credited with new allotments of personal business days on July 1, the commencement of the school fiscal year. Academic year employees will receive similar credit upon reporting back to work in August.

Personal business shall mean an activity that requires the employee's presence, and, is of such nature that no other possible time of day can be employed for it.

In general, the employee should submit notice to his supervisor at least seventy-two (72) hours previous to taking the business day, giving the supervisor an opportunity to cover the work assignment. Emergencies of extreme nature require shorter notice.

Should an immediate member of the family decease, (spouse, offspring, parent - either side, or siblings - either side) the Board will allow three (3) days off with pay. The day or days off for bereavement will not be deducted from accumulated sick days or from personal business days.

A newly hired employee is not eligible to use any personal business days until the probationary period is completed.

HOLIDAYS

The employer will pay normal pay for the holidays listed below to all fifty-two (52) week employees, and forty-two (42) week employees, when applicable.

- July Fourth - Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Years Eve Day
- New Years Day
- Good Friday
- Memorial Day

School year employees shall be paid for the following holidays.

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Years Day
- Good Friday
- Memorial Day

Any school year employee working during Christmas break will also be paid for Christmas Eve Day and New Years Eve Day.

Should an employee be absent on the day before and/or the day after a holiday, for illness, or pre-approved vacation/personal time, holiday pay will be granted. Unauthorized absence on the day before or after, will result in no pay for the holiday.

ACT OF GOD DAYS

School year employees may be directed by the school district not to report to work on scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical breakdowns or health conditions as defined by the city, county or state health authorities. In that event, employees will not be paid for the day or dates on which school is cancelled. Such employees shall work on any rescheduled days of student instruction during the same school year which are established by the school district and will be paid at their regular daily rate of pay. Employees who are required by the school district to work on days when school is otherwise not in session due to inclement weather and the other conditions noted above shall be paid their regular rate of pay for such days.

JURY DUTY

Employees requested to serve on Jury duty shall continue to receive normal pay. Any compensation received from such service shall be deducted from regular pay. Documentation of days served is requested.

VACATIONS

Employees' eligibility for vacation credit will be determined by their date of employment. Employees in year long classification are to receive the following vacation with pay. One (1) week, after one (1) year of employment; two (2) weeks, after two (2) years of employment; three (3) weeks, after seven (7) years employment; four (4) weeks, after fifteen (15) years employment. New employees must have worked a minimum of twelve (12) months in the system and thereafter qualify for vacation time once a year, based on their anniversary date of employment.

As a rule, vacation time is not to be split. In certain cases it may be split after the process is agreed on with the Superintendent. Should vacation time be in process between pay periods, the employee may request his pay to be advanced for a minimum of one (1) week. The request must be made two (2) weeks in advance to the payroll clerk.

Vacation time is non-cumulative and shall not be pro-rated, and must be taken prior to the anniversary date of employment.

Vacation time is arranged with the immediate supervisor, who reports and coordinates the request with the Superintendent. Due to various considerations, vacation time may not be allowed at the time requested. The total needs of the school system must be considered before individual consideration.

INSURANCE BENEFITS

An employee qualifies for the hospital-medical insurance and dental insurance - in total, or, on a pro-rate basis.

MESSA Super Care I  
Delta Dental - Auto Plus 100: 90/90 \$1,000  
VSP2  
\$3,000 life  
LTD (60% / 90 day)

To find out what portion of the insurance package you still have to pay, please use the following chart:

Employees should figure his/her yearly totals at the beginning of each new year. The fiscal year begins July 1 for year long employees, others begin their year at the opening of the school year.

Employee works:

2,000 or more hours yearly	---	School pays entire cost
1,600 to 1,999 hours yearly	---	School pays 80%
1,250 to 1,599 hours yearly	---	School pays 65%
1,000 to 1,249 hours yearly	---	School pays 40%
800 to 999 hours yearly	---	School pays 40%
up to 799 hours yearly	---	Total paid by employee

Upon written approval the school will deduct an employee's share of the cost of insurance as indicated above from their payroll as necessitated by billings.

Employees newly hired by the school district shall be eligible for Board contributed insurance premiums upon acceptance of written application by the insurance carrier on the first day of the month following the month work commenced. Other employees may enroll only during open enrollment periods as established by the respective insurance carriers.

Changes in family status must be reported by the employee to the Superintendent's office within thirty (30) days of such change. The employee shall be responsible for any overpayment of premiums made by the school district on his/her behalf for failure to comply with this requirement.

The school district agrees to make premium payments for the above-mentioned insurance programs within the underwriting rules and regulations as set forth by the respective insurance companies, underwriters and carriers.

Employees who have term life insurance under this policy have a thirty (30) day statutory right of conversion upon termination of their employment. An employee electing his/her right of conversion in order to keep their life insurance in force must contact the insurance carrier within thirty (30) days of their last day of employment in the school district.

#### WORKERS' COMPENSATION

Personnel sustaining injuries or disabilities arising out of and in the course of their employment with the school district must immediately report such occurrences to the school administration.

TAX SHELTERED ANNUITY PLANS

The school will deduct for a Board approved annuity plan you may wish to join. This deduction is deducted in equal bi-weekly deductions. Each employee taking out a tax-sheltered annuity plan is solely responsible for any individual tax consequences occurring as a result of the employee's participation in the plan.

CREDIT UNION

Capital Area School Employees Credit Union deductions may be taken. Forms for this plan are available from the payroll clerk.

MISCELLANEOUS

Any employee away from school on school business during mealtime will be reimbursed by the Board at a rate not to exceed the rate of reimbursement as established by the Board.



TITLE: Building Secretaries

QUALIFICATIONS: 1. High School diploma  
2. Two years of post-secondary training and three years job experience as a secretary; or, graduation from a recognized school of secretarial skills and two years job experience; or, five years successful employment as a school secretary within this district or in another district of comparable size.

REPORTS TO: Individual administrator to whom assigned.

JOB GOAL: To assist and relieve administrative supervisor of paper work and impedimenta so that he/she may devote maximum attention to the central problems of educational administration.

The following job descriptions are not all inclusive, but, only represent the general duties associated with a particular position. Furthermore, the following job descriptions are subject to alteration at any time and the Webberville school district reserves the right to abolish, create, or re-organize jobs.

JOB DESCRIPTIONS:

1. Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations.
2. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.
3. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
4. Places and receives telephone calls, and records messages.
5. Orders and maintains supplies as needed.
6. Performs any bookkeeping tasks associated with the specific position.
7. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
8. Maintains daily teacher attendance log, also of substitute teachers.
9. Maintains student records as required.
10. Gathers daily student attendance.
11. Prepares daily bulletins as required.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Non-Teaching Personnel.

5% each yr

### Non-Teaching Staff Wage Scale

	<u>87-88</u>	<u>88-89</u>	<u>89-90</u>
<b>Building Secretaries</b>			
Hire	7.18	7.54	7.92
1	7.37	7.67	8.05 <i>Judy</i>
2	7.56	7.94	8.33
3	7.75	8.14	8.54
4	7.94	8.33	8.75
5	8.13	8.53	8.96
6	8.32	8.73	9.17
7	8.51	8.93	9.38
8	8.69	9.13	9.59
9	8.88	9.33	9.79 <i>9.79</i>
10	9.07	9.53	10.00 <i>10.00</i>

Paul Oesterle  
President, Board of Education

Secretary, Board of Education