



SUPPORT STAFF HANDBOOK

Updated November 2022



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Welcome to West Ottawa Public Schools

We are excited that you have decided to join the West Ottawa Public Schools Support Staff Team. This is a very important group of staff that provides a wide variety of important services without which we could not operate the district. It is no exaggeration to say that we could not educate students to the level they need without your contribution.

This handbook is designed as a reference for you to answer questions that are likely to come up and to maintain some consistency in how we respond to staff needs. Please know that it was written as a way to make your entry onto the West Ottawa Team a good experience.

HANDBOOK CHANGES

Any changes within this handbook that will affect a majority of employees will be communicated in advance with the Support Staff. Representatives of the administration will meet periodically with the Support Staff to discuss employee concerns and important district updates. Meeting dates will be set by administration or can be requested by support staff.

DRUG-FREE WORKPLACE POLICY

Board Policy #4122.01, Drug-Free Workplace, makes it illegal for employees to be engaged in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on all premises on which school district programs are located or when any employee of the district is performing his or her responsibilities. More importantly, use of drugs is obviously not the example we want to set for our students.

STUDENT DISCIPLINE POLICY

Board Policy #5600 concerns the issue of student discipline. Michigan school law forbids school employees to threaten to inflict, inflict or cause to be inflicted deliberate physical pain by any means to any students.

This law severely restricts any kind of physical force used with students. There, however, are some important exceptions. They are as follows:

An employee may use reasonable measures, including but not limited to, such reasonable physical force as may be necessary to: a) protect himself, herself, the pupil, or others from immediate physical injury; b) obtain possession of a weapon or other dangerous object upon or within the control of a student; and c) protect property from physical damage and as otherwise allowed by law.

If you are involved in this kind of incident, please report it to your supervisor as soon as possible.

TOBACCO-FREE SCHOOL POLICY

Board Policies #4215 and #7434 address the tobacco-free school's policy. In the interest of providing a safe and healthy environment for students, employees and visitors and in accordance with Michigan Clean Indoor Air Act, P.A. 198 of 1986, smoking and the use of tobacco is prohibited on/in all school district grounds, buildings, facilities and vehicles. Tobacco use is banned from public school grounds. All school property, including vehicles, is covered by this policy. This policy is in effect twenty-four hours a day, seven days a week.

REPORTING PROCESS OF HARASSMENT COMPLAINTS

Board Policies, #4362 addresses harassment complaints and the report process. West Ottawa Public Schools maintains a firm policy prohibiting all forms of discrimination and unlawful harassment. All persons are to be treated with respect and dignity. Harassment by any person— male or female—which creates an intimidating, hostile or offensive environment, will not be tolerated under any circumstances. Any student, employee, volunteer, contractor, or board member who believes she/he has been subjected to harassment shall report it to the building principal, department supervisor, or Superintendent's designee. The Board's nondiscrimination policy and report form are available to employees upon request.

WORKER'S COMPENSATION PROCEDURES

All work-related injuries must be reported to the employee's supervisor. The supervisor will fill out an accident report and forward the accident report to the Administration Building. In the event of an accident requiring medical attention, contact the Human Resources Office. The Human Resources Office will notify the Holland Medi-Center of the employee's pending arrival. Going to a doctor other than

Holland Medi-Center may result in a loss of coverage. Holland Medi-Center will not treat work-related injuries unless notified by the Human Resources office. If an employee's injury occurs during a time when the Human Resource Office is closed, call Holland Medi-Center and they will contact the appropriate district representative.

An employee must be off work for seven (7) days due to a work-related injury before Worker's Compensation payments begin. An employee off work for more than seven (7) days according to State of Michigan Law and the rules of the insurance carrier will be paid.

Sick hours may be used during the seven (7) day waiting period, but using sick hours is not required.

Staff Classification, Hours, and Period of Employment

All hourly employees of the West Ottawa District are classified in one of the following categories. The category is determined by the scheduled hours and period of employment.

Full-time, Full Year

- 2,080 hours scheduled; 5 days per week; 12 months per year.
- The period of employment is July 1 to June 30 of each year.

Part-time, Full Year

- Less than 2,080 hours scheduled; 5 days per week; 12 months per year.
- The period of employment is July 1 to June 30 of each year.

Full-time, School Year

- Six (6) or more hours a day; 5 days per week; school year.
- The period of employment is between August 1 and June 30. Some persons in this category may be required to work additional days by their immediate supervisor.

Part-time, School Year

- Less than Six (6) hours per day; school year.
- The period of employment is between August 1 and June 30. Some employees in this category may be required to work additional days by their immediate supervisor.

Summer

- Up to eight (8) hours per day; summer months only.
- Employees who are not full time, full year can request additional work throughout the summer. This may or may not involve a change in jobs, hours, or pay rate. If work is available, employees who seek to work throughout the summer are still considered non full-time employees since the position for which they were is a school year position. Summer employment is extra, short-term employment and is not an extension of the regular job.

Substitutes or Temporary

- On call or short-term employment.
- Substitutes are called in at the request of administrative staff or immediate supervisor to fill a position that is normally filled, but is vacant due to illness or other causes at any time of the year. Temporary employees are called in at the request of administrative staff to complete an assignment or assist a current employee on a temporary basis. This can take place at any time of the year as it becomes necessary.

- 1) Temporary Substitutes are paid the Step 0 rate of the grade of the person for whom they are subbing.
 - a. Employees who are asked to substitute for other employees in a different grade will be paid as follows:
 1. If the pay is higher than the employee is getting, the employee will receive Step 0 of that grade.
 2. If the employee's pay is higher than the grade of the person for whom they are substituting, the employee will be paid at his/her own rate.
 - b. If a regularly scheduled budgeted employee takes temporary employment elsewhere in the district, the employee is required to find a replacement for the regular job before the temporary job is accepted.
- 2) Maintenance Department – A custodian asked to substitute for another custodian will be paid at his/her own rate.
- 3) Substitute Calling System - Educational Assistants/Clerks who are in need of a substitute, must report their absence through the use of the AESOP system no later than 6:00 a.m. of the day of the absence.

BENEFITS

The following benefits are currently available to all or certain categories of hourly employees:

MPSERS Retirement

West Ottawa Public Schools will pay the current mandated rate established by the Michigan Public School Employees Retirement System (MPSERS). Employees should consult MPSERS directly for details on the state retirement system: <https://www.michigan.gov/ors/>.

Health Benefits: General Provisions

- A. The District may make certain health benefits available to eligible employees. Except as otherwise specified in sections of this Handbook applicable to Full-time/Full Year, Part-time/Full Year, Full-time/School Year, or Part-time/School Year Employees, the District also has the sole discretion to determine the specific terms of coverage and the benefit options made available to eligible employees.
- B. Newly hired full time/full-year employees shall be eligible for District-provided health benefits on the first day of the month after the employee is hired with the District for a position that is eligible for health benefits. Eligible employees who wish to enroll in health benefits must complete written enrollment materials and satisfy any applicable "actively at work" requirements before coverage will become effective.
- C. An open enrollment period shall be provided annually. Employees may change their health benefit elections during the open enrollment period.

- D. Employees may change their health benefit elections outside of the open enrollment period if they experience an eligible change in status, provided they make the change request in writing to the Human Resources Department within 30 days of the change.
- E. Health benefits shall terminate on the first day of the month following an employee's resignation or termination of employment although the employee must pay the appropriate amount in premium contributions.
- F. It shall be the responsibility of each employee to inform the Business Office if a spouse or dependent loses eligibility as the result of a divorce or loss of eligible dependent status, as provided under COBRA. Failure to timely notify the District's Business Office of a loss of eligibility releases the District from any responsibility to provide continuing health coverage.
- G. This Handbook contains only a general description of benefits. All health benefits are subject to the terms and conditions specified in the applicable plan documents or insurance policies/certificates. These documents are available to employees upon request of the insurer.

Full-time / Full Year Employees

Medical Insurance, Dental Coverage, Vision Coverage

The District intends to offer three medical insurance plans with varying levels of coverage, deductibles, and employee premium contributions. Employee premium contributions will be calculated in compliance with Public Act 152 of 2011 and the Affordable Care Act. The District may amend plan offerings periodically and may change insurers when, in its sole discretion, the changes shall benefit the District or support staff members.

An employee may pay the employee portion of the cost of medical insurance on a pre-tax basis under the District's Section 125 plan provided the appropriate forms are submitted by the stated deadlines.

An employee may elect to waive medical coverage and instead receive cash-in-lieu in the amount of \$500.00 per month. This election must be made by the employee in writing during the open enrollment period or when eligible in accordance with IRS regulations.

Employees who are first employed as full-time, full-year support staff after December 31, 2017, shall be eligible for single subscriber benefits for medical, dental, and vision coverage. The District may extend coverage beyond single subscriber benefits for hard-to-fill job descriptions but must maintain a non-discriminatory benefit plan. If the insurer allows, they may purchase two-person or full family coverage through premium contributions and payroll deduction.

Part-time / Full Year, Full-time / School Year, and Part-time / School Year Employees

Medical Insurance

Medical coverage shall only be offered to part-time/full year employees hired on or after January 1, 2012, if they are eligible for benefits under the Affordable Care Act.

The District intends to offer three medical insurance plans with varying levels of coverage, deductibles, and employee premium contributions. Employee premium contributions will

be calculated in compliance with Public Act 152 of 2011 and the Affordable Care Act. The District may amend plan offerings periodically and may change insurers when, in its sole discretion, the changes shall benefit the District or support staff members.

Employees scheduled to work 1,182 to 2,079 hours per year are eligible for single subscriber medical benefits and will receive LTD (long-term disability) and life insurance covered by the employer. Employees electing two-person or full family benefits will pay the added cost above the single subscriber rate.

Employees scheduled to work 985 to 1,181 hours per year are eligible for single subscriber medical benefits and will receive LTD (long-term disability) and life insurance covered by the employer. West Ottawa Public Schools shall pay for no more than half of the single subscriber medical premium for these eligible employees (provided the additional amount is allowable under the Affordable Care Act). Employees electing two-person or full family benefits will pay the added cost above the single subscriber rate.

An employee may pay the employee portion of the cost of medical insurance on a pre-tax basis under the District's Section 125 plan provided the appropriate forms are submitted by the stated deadlines.

Dental Coverage

No dental coverage shall be offered.

Vision Coverage

No vision coverage shall be offered.

Summer and Substitute Employees

Because of their temporary status, summer employees are not offered medical, dental or vision coverage.

MEDICAL AND DEPENDENT CARE REIMBURSEMENT PROGRAM

A Flexible Spending Account Plan is available for employees. This program established by West Ottawa is allowed under Section 125 of the Internal Revenue Code. It allows participants the opportunity to pay for certain medical and/or dependent care expenses with pre-tax rather than after-tax dollars.

Employees must complete forms and return them to the Business Office by the established deadlines. Employees must personally ensure compliance with all applicable tax regulations.

LEAVES

1. Sick Leave Pay

The purpose of sick leave pay is to maintain the compensation of an employee who is ill, as most understand. Sick leave is designed to accumulate so that if an employee experiences a serious illness, they have several weeks of sick time on which to depend.

Our sick leave practices are generous and the expectation is that these not be abused. Patterns of abuse such as taking one sick day per month can be investigated and sanctions may include (but are not limited to) the following:

- Documentation in staff personnel file
- Reduction in annual days granted
- Loss of spring break pay

- Termination

Staff are encouraged to remember that West Ottawa needs them at work every day so that we can do our best work for the students of the district.

Sick leave is prorated as it is earned and is credited on the first payroll of each month. Sick leave is credited based on the hours per day budgeted in the employee's personnel record at the time of posting. Changes to the hours per day budgeted in the employee's personnel record must be made via a change-in-status form. For employees who work four (4) days a week – sick days will accumulate at 80% of their daily budgeted hours.

Sick leave may be taken in hourly increments with the approval of the supervisor. Food service employees may take sick leave in half-hour increments.

Sick leave during the first year of employment shall be limited to 1 times the daily budgeted hours per month.

For all sick leave days in excess of three (3) within a given month, the employee may be required to provide a physician's certificate verifying physical illness or disability which prevents the employee from fulfilling his or her job responsibilities.

Sick leave pay is available according to categories as follows:

- **Full-time / Full Year**
10 times daily budgeted hours, accumulative to 840 hours.
- **Part-time / Full Year, Full-time / School Year, and Part-time / School Year**
10 times daily budgeted hours, cumulative to 105 times daily budgeted hours.
- **Summer and Substitute Employees**
No sick leave granted.
- **Temporary**
 - ✓ During the first year in a posted temporary position, no compensated leave is granted.
 - ✓ During the second year in a posted temporary position, 5 times the temporary daily budgeted hours will be available. No accumulation beyond the posted end date of the temporary job.
 - ✓ During the third and subsequent year in a posted temporary position, sick leave will be 10 times the daily budgeted hours, cumulative to 105 times daily budgeted hours.

Employees having a balance greater than 100 times their daily budgeted hours on June 30 shall receive compensation equal to one budgeted work day after July 1 of the following fiscal year. Employees having a balance greater than 100 times their daily budgeted hours on June 30 for two or more consecutive years shall receive compensation equal to two budgeted work days after July 1 of the following fiscal year.

Employees shall receive an attendance incentive based on the number of sick days used during a designated period as follows:

- From the first day of work for the school year through November 30: zero (0) days used, \$100; one (1) day or partial day used, \$50.
- December 1 through the last school day before spring break: zero (0) days used, \$100; one (1) day or partial day used \$50.
- Spring break through the last scheduled day of work through June 30th: zero (0) days used, \$100; one (1) day or partial day used \$50.

Payment, less applicable withholdings, will be made after the end of each designated period. Personal leave shall not be counted as time off for purposes of calculating the attendance incentive. Any sick day that is used, no matter the reason, shall be counted as time off for purposes of calculating the incentive. An employee taking unpaid leave will not be eligible for the attendance incentive for the period which the leave was taken.

Employees shall be allowed to use up to 3 times their daily budgeted hours per year sick leave for absence occasioned by the critical illness, injury or disability of a member of the employee's immediate family, or the immediate family of the employee's spouse, or a relative living in the same household as the employee. Example: an employee budgeted to work 8 hour days would be allowed to use up to 24 hours in the above-mentioned cases. Immediate family as used herein shall include only spouse, parent, grandparent, child, brother and sister, those who stood *in loco parentis*, and others as approved by the administration. A *Request for Excused Absence* form (available at each school office) which has been properly approved by your supervisor is to accompany your time sheet covering the pay period in which you were absent.

An additional 12 days are allowed with a doctor's note for each occurrence for a total of 15 days. The employee must have earned sick hours in order to use them. The above reference to days is deducted as hours and calculated as budgeted hours per day times days absent.

2. Bereavement Leave

All bereavement leave shall be deducted from the number of "sick leave days" accumulated by the employee except in the cases when the death involves a member of the employee's immediate family, or the child of the employee's spouse, or the death of a relative living in the same household as the employee. Immediate family as used herein shall include only spouse, child, parent, spouses' parents, brother and sister, those who stood *in loco parentis*, and others as approved by the administration. Bereavement days may be taken in half day increments with the approval of the supervisor.

In the event of an employee's absence because of the death of an immediate family member or an immediate family member of an employee's spouse, a leave of absence may be granted for a period of time which is of duration appropriate to the circumstances presented, up to a maximum of three (3) work-days, and the employee shall be paid for such period of leave. This three (3) work-day limit may, upon request for cause acceptable to the District, be extended for two (2) additional work-days, for a total maximum of five (5) work-days.

In the event of an employee's absence because of attending a funeral, use of sick leave may be granted for a period of time which is appropriate to the circumstances presented.

The District, at its discretion, may require verification of the death, relationship, and actual attendance of the funeral following the leave and may withhold payment if the employee(s) did not make immediate request for leave, prior to taking the time off, so that his/her work could be covered in his/her absence.

A *Request for Excused Absence* form is to accompany the time sheet or card covering the pay period in which the employee is absent.

3. Personal Leave Day

Support staff are allotted two (2) budgeted work-days (in hours) per year, non- accumulative. An employee planning to use a personal leave day shall request permission from his/her supervisor as early as possible. A personal leave day will not normally be granted for the following: the day preceding, or the day following holidays or vacation, the first day of school, and after May 1 to the end of the school year unless approved by the immediate supervisor. (Personal leave is not deducted from sick leave accumulation.)

A *Request for Excused Absence* form is available in each building office. Personal leave days may be taken in hourly increments with the approval of the supervisor. Unused personal days will rollover to sick days at the end of the fiscal year (not to exceed 105 cap). Employees who work four (4) days a week, for example, will accumulate personal days at 80% of the daily budgeted hours.

4. Jury Duty Pay

Employees shall notify the payroll office when called for jury duty. While serving on jury duty, an employee should turn in a time sheet or noting the days on jury duty. The employee shall reimburse the District for the total amount of the daily jury duty fee paid by the courts not including travel allowances or reimbursements for expenses.

5. Leave of Absence without Pay

• **More than 5 days**

- ✓ An employee may be granted a leave of absence from his or her position for a period not to exceed the scheduled work hours for a given fiscal year. Upon return, the employee is not guaranteed the same position or rate of pay/benefit.
- ✓ Unpaid leave of absence of more than 5 days will be reviewed by the employee's immediate supervisor and will be approved or denied by the Director of Human Resources or designee. Requests must be made by using the *Request for Excused Absence* form with a complete written explanation of the reason for the request. The form must be submitted at least five (5) working days prior to the date requested. Urgent requests should be hand delivered to the Office of Human Resources.
- ✓ Unpaid leaves are to be used primarily for matters which cannot be taken care of within the present leave program. Unique requests may be approved in rare and unusual circumstances which cannot be accomplished at any other time.
- ✓ If a leave request is denied and employee does not report to work, the employee is subject to disciplinary procedures up to and including termination.

• **5 Days or Less**

- ✓ Upon review of the employee's record for absenteeism, length of service, and reason for the request, five (5) days of unpaid leave may be granted with satisfactory work record for more than two years. Unpaid leave days will not typically be approved for extension of a holiday.
- ✓ Each administrator/director will determine the maximum number of people allowed to be off work on any given day. Unpaid leaves of absence of 5 days or less will be

reviewed by the employee's immediate supervisor and may be approved or denied by the employee's immediate supervisor or the Director of Human Resources or designee. No time off will be granted the first or last week of school or if there is a foreseen situation causing undue hardship on the department or school.

- ✓ Vacation and insurance benefits will be pro-rated for employees during the extended use of unpaid leaves.

6. Family and Medical Leave Act (FMLA)

See Appendix A for information regarding FMLA.

HOLIDAY PAY

- All hourly employees will be paid for those holidays which fall within their period of employment providing they work the scheduled work day before and the scheduled work day after the holiday.

Eligible holidays are as follows:

Full-time / Full Year and Part-time / Full Year

July 4
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day before or after Christmas (set annually)
New Year's Day
Day before or after New Year's Day (set annually)
Memorial Day

Full-time / School Year and Part-Time / School Year

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day before or after Christmas (set annually)
New Year's Day
Day before or after New Year's Day (set annually)
Memorial Day

Summer

Paid holiday is July 4th.

Substitutes or Temporary

Do not receive holiday pay.

SCHOOL CLOSED- INCLEMENT WEATHER OR OTHER UNEXPECTED CLOSING OR DELAY

Employees who report:

Full and part-time employees who work for the entire calendar year shall report to work unless paid leave time (personal day or vacation day) is taken with supervisor approval. If the entire school district is completely closed due to inclement weather that is severe, these employees do not report but will be paid for the daily budgeted hours on that day.

Employees who do NOT report:

Full and part-time employees who work only during the school calendar, do not report unless required by the immediate supervisor. Employees with 25 or more sick “days” accrued may use sick days for the first two days school is closed unexpectedly but only with supervisor approval. Employees may use personal days with supervisor approval.

VACATIONS

- Vacation requests should be submitted to the supervisor well in advance of the scheduled day(s) off. The use of vacation days requires written prior approval from the immediate supervisor except in rare instances when the supervisor may waive this requirement. For example, the use of a vacation day on an inclement weather day requires supervisor approval but the requirement to obtain approval prior to the date may be waived by the supervisor.
- Employees may accrue vacation time from one year to another. The maximum amount that may be accrued cannot exceed two times the annual allotment.
- Employees hired during the period July 1 through December 31 will advance to the next vacation year on the following July 1.
- Vacation time per category is as follows:

Full-time / Full year and Part-time / Full year

First year vacation time is prorated according to when the employee is hired, from the date of hire through June 30. Full year allocation is at the rate of 5 times the daily budgeted hours for that position. Vacation hours are accrued monthly.		
Second through fifth year	-	10 times the daily budgeted hours
Sixth year	-	11 times the daily budgeted hours
Seventh year	-	12 times the daily budgeted hours
Eighth year	-	13 times the daily budgeted hours
Ninth year	-	14 times the daily budgeted hours
Tenth year	-	15 times the daily budgeted hours
Eleventh year	-	16 times the daily budgeted hours
Twelfth year	-	17 times the daily budgeted hours
Thirteenth year	-	18 times the daily budgeted hours
Fourteenth year	-	19 times the daily budgeted hours
Fifteenth year and subsequent years	-	20 times the daily budgeted hours
Central Office support staff	-	20 times the daily budgeted hours immediately upon hire

Full-time/school year and Part-time/school year

- Five (5) budgeted-hour days for employees with less than 5 years of seniority or seven (7) budgeted-hour days for employees with more than 5 years of seniority being paid during the period in the spring that school is not in session and 2 days during Christmas break.
- Prorated for employees working less than a full school year.
- An employee who does not complete the period from spring break to the end of the school year will have deductions made on the final paycheck for any overpayment.
- Sunset Clause: the benefit described in the three previous paragraphs will not apply to support staff hired after July 1, 2014.

Summer and Substitutes or Temporary

- No vacation

Vacation Time for Transfers – School year to Full year

- Employees transferring to a position with more hours per day will retain vacation hours earned.
- The amount of vacation time (the number of years awarded for the new position) will be determined as follows: Add the total hours worked in the district from the date of hire, divide by 2,080 to determine the number of years. (Partial years earned will be determined by rounding up .5-.99 and rounding down .01-.49.)

UNEXCUSED ABSENCE

An unexcused absence is any time off the job without approval granted through the *Request for Excused Absence* form. An unexcused absence shall result in disciplinary action up to and including dismissal.

TERMINATION OF EMPLOYMENT

An employee must notify his/her supervisor at least two 2 weeks in advance of the desired date to terminate employment with the West Ottawa Schools and complete any outstanding obligations to avoid forfeiture of any unused vacation time. When the District terminates the employment, the employee will be given all due vacation.

POSTING AND JOB TRANSFER

1. Whenever a permanent vacancy or newly-created position occurs within the school system, the Office of Human Resources will post such a position for a period of five (5) working days before permanently filling it. Any interested employee must apply using the online application system. Positions shall be filled on the basis of qualification for the job and other relevant criteria, including the preference of any administrator affected by the transfer. The position is considered filled when the candidate accepts the position and a tentative start date has been determined.
2. Employees of West Ottawa who have requested a transfer and who have applied shall be notified of the results within five (5) working days after the position is filled.
3. Job transfers will be made to a higher grade at the rate nearest to, but higher than the current rate. Employees transferred during the July 1 and December 31 period will advance to the next step on the following July 1. Employees transferred during January 1 and June 30 period will stay at the original step for an additional year. Employees transferring to a lower grade will be handled on an individual basis at a rate not to exceed the present rate.
4. Advance placement may be allowed for the most recent years of direct job-related experience up to the final top step of each grade.
5. Employees interested in temporary positions will notify the Office of Human Resources in writing. The application-of-interest will be kept on file for one year from the time of receipt.

SENIORITY, LAYOFF, RECALL & RESTRUCTURE

SENIORITY

- Seniority, for purposes under this Handbook, shall be defined as the length of unbroken service since the first work day from the last date of hire or transfer into a support staff position.
- All support staff seniority shall be lost by an employee upon resignation, retirement, transfer out as a support staff member to a bargaining unit position, and/or discharge for cause. Neither layoff nor the taking of a leave as provided under this Handbook shall constitute as a break in service. Seniority shall continue to accumulate during a leave as provided under this Handbook.
- An employee who terminates employment with the District and is later rehired or transfers back into a support staff position, shall begin as a new hire from the most recent date of hire and shall not retain any seniority from previous District employment.
- Seniority becomes the determining factor when two or more equally qualified employees are seeking the same position.
- If two or more persons have equal seniority and qualifications, and both are eligible for a given

position, their seniority shall be determined by the highest last four digits of their social security numbers. Qualifications will be determined by the supervisor of the position when the position is posted. The communication of one's qualifications to the supervisor (i.e., through their most current job performance evaluations based on their respective job description) is the responsibility of the employee.

LAYOFF

- A support staff member with significant, documented discipline issues may not be retained in the event of a layoff. The District will make layoff decisions on the basis of employee performance, the needs of the District, and the skill set of employees. In the event of layoff where employee performance and skill set are equivalent and a lack of documented issues, employees with the least District Seniority in their job description/title will be laid off first.
- In the event of layoffs, employees shall be laid off as per the layoff and recall provision of this Handbook.
- Employees shall be provided fourteen (14) days written notice prior to the effective date of layoff and ten (10) days' notice prior to the effective date of a reduction of hours greater than twenty-five percent (25%) of the average time worked per week.
- All laid off support staff employees shall be recalled, if conditions so allow, according to their qualifications to fill open positions based on past performance.
- Employees on layoff from the District who register to participate as support staff substitutes will be placed in a priority position on the substitute list and will normally be called before other support staff substitutes, provided they are qualified to fulfill the essential functions and responsibilities of the position(s) that become available.

RECALL

- A person being recalled shall be notified and shall have ten (10) working days from the time the notice is sent to reply and/or report to work, but may state his/her position in writing any time before the end of the ten-day period. It shall be the responsibility of the employee to keep the District informed of his/her current address.
- Employees will remain on arecall list for twelve (12) months from the date of layoff.

JOB RESTRUCTURE

- If a position is eliminated within the district, and there is an open position for which the person is qualified, the situation will not be considered a layoff. This person will, under these circumstances, be placed in the open position provided they have the needed qualifications.
- In cases of positions available in lesser grades and/or hours, the person may:
 - ✓ Accept the position
 - ✓ Accept the position and request a transfer to the next appropriate position when posted, or
 - ✓ Resign

NEW HIRES

- Employee is required to attend the required training and undergo the necessary background checks.
- Employees hired during the period July 1 through December 31 will advance to the next step on the following July 1.
- Employees hired during the period of January 1 through June 30 will not advance to the next step on the following July 1, but will remain at the original step they were hired at for an additional year.

Advanced placement may be allowed for the most recent years of direct job-related experience including

the final top step of each grade.

MEAL BREAK

Each employee may be assigned a duty-free, unpaid meal period of not less than 30 minutes when scheduled to work six hours or more.

SENIORITY LIST

A seniority list by job description shall be made available to each employee, upon request, by his/her supervisor. The list will be made available by November 1 of each year. If the District does not receive notice of corrections by November 15, the District is thereafter entitled to rely on the accuracy of the list.

STAFF DEVELOPMENT

Opportunities for personal/professional growth may be offered.

Voluntary

- Personal and professional growth classes may be offered on a voluntary basis. Participants will not be paid for these classes.

Required

- Specific job related (current job) sessions may be available. If the supervisor requires an employee to be in attendance, the individual will be paid at the regular pay rate.
- The District shall determine what training is required.

LONGEVITY HOURLY RATE

- All employees who have a seniority date of 10 years or more in the district prior to October 1 of the current fiscal year will receive \$0.50 per hour longevity pay.

OVERTIME PAY

- Overtime pay will be granted after 40 hours worked in a week. The determination of overtime will be made by the employee's immediate supervisor.
- Hours worked in excess of forty (40) hours per week will be paid at one and one-half (1 ½) times the regular hourly rate.
- Vacation time, sick time and personal day time that fall within a week will not count as hours worked toward the forty (40) hour overtime requirement. For example, an employee who works thirty-four (34) hours in a week and takes eight (8) hours of vacation would be paid for forty (40) hours for that week, with two (2) hours returned back to their accrual of vacation, sick, or personal time.
- Employees may accrue compensatory (comp) time only if they have prior approval from the supervisor. Comp time records must be maintained by the employee in writing and submitted to the supervisor at least bi-weekly. Any time worked in excess of forty (40) hours in a week that is banked as comp time will be banked at one and one-half (1 ½) hours for each hour worked above forty (40) hours. Comp time must be used within eight (8) weeks of it being earned.

NIGHT RATE PREMIUM

- Thirty (30) cents per hour will be paid on a daily basis to all employees who work 50% or more of their regularly scheduled hours from 6:00 p.m. in the evening to 7:00 a.m. in the morning.
- Employees who normally work nights but are assigned to days during the summer will forfeit the night premiums.
- Employees who are asked to come in early will not forfeit their night premium.
- All employee categories are eligible for night premium, except those hired after July 1, 2014.

VANDALISM

- **Vehicles** Employees who have insured vehicles on the district's premises which are stolen or damaged (through no fault of the employee) shall be reimbursed for such property by the District less any insurance settlements. The damage or theft must be properly reported to the police and building administrator immediately after the discovery of the damage or loss.
- **Clothing and/or glasses** The District will reimburse an employee for destruction of clothing and/or glasses due to an assault by a student(s) provided:
 1. That in the opinion of the principal or immediate supervisor, the employee was exercising reasonable care in dealing with the student.
 2. Within three (3) days of the occurrence, the employee files a written report with the principal or immediate supervisor.
 3. District reimbursement will be for a reasonable amount.
 4. The employee is required to show evidence of damage done.
- **Personal property** Employees who have personal property stolen, damaged, or destroyed in the process of performing their work shall be reimbursed the replacement cost of such property provided the principal and/or supervisor has been made aware of, in writing, the presence of this property in the building, and agrees that it was lost or damaged in the process of or as a result of the staff member doing his/her work.

MILEAGE

When an employee is required by his/her supervisor to use his/her own automobile for the District's business he/she will be paid at the IRS rate per mile currently in effect at the time this service is performed. Personal car mileage records must be kept, approved by the supervisor and submitted to the Business Office.

JOB APPRAISALS

Each employee will have his/her job performance appraised at least every other year. Supervisors will meet with each employee for this purpose. Full-year employees shall be appraised by June 30 and school-year employees by June 1. Employees must receive a copy of the appraisal after the conference with the supervisor.

PROCEDURES FOR PERSONNEL PROBLEMS OR QUESTIONS

All employees are encouraged to direct any personnel problems or questions to their supervisor immediately. If the immediate supervisor cannot answer the concern, he/she will get an answer for the support staff member.

PROBLEM IDENTIFICATION PROCEDURE

A problem could be defined a violation of a specific provision of this document, a process that the employee feels is not working well, a conflict with a co-worker or something else. A copy of the *Problem Identification Form* in this Handbook can be used to identify the issue and work toward resolution.

MANAGEMENT RIGHTS

This district retains all rights, powers and authority vested in it by the laws and constitution of Michigan and the United States. Not by way of limitation, but by way of addition, the District reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the District shall nonetheless be limited, but only as specifically limited by express provisions of this Handbook and under Act 379 of the Michigan Public Acts of 1965, and applicable state or federal

statutes. Rights reserved exclusively herein by the District which shall be exercised by the District without prior negotiations either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Handbook limitations, include the right to:

1. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the Employer.
2. Continue its rights and past practice of assignment and direction of work of all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of this Handbook, and the right to establish, modify or change any work or business hours or days. Permanent changes to assignments, shifts, hours of work and starting times and scheduling will be made in writing to the affected employee.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees, determine the size of the work force and to lay off employees.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods of changes therein.
5. Adopt reasonable rules and regulations, so long as such rules and regulations are not inconsistent with the terms and conditions of this Handbook.
6. Determine the qualifications of employees, including physical conditions.
7. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions, buildings or other facilities.
8. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to the District's public relations.
10. Determine the size of the management operation, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Handbook.

Determine the policy affecting the selection and testing of new hires and on-the-job training of all employees providing such selection and training shall be based upon lawful criteria.

Problem Identification Form: Support Staff

West Ottawa Public Schools

Purpose and directions: Because we are all on the same team and serve the same purpose (the education of students), we have created this form as a way for us identify and collaboratively solve problems as they arise. We believe that we arrive at the best solutions through direct conversation with the affected parties. If, however, that approach has not worked, please use this form.

Note: if the problem you are having is with your direct supervisor, and you suspect malfeasance (example: theft from the district), go directly to their supervisor.

Employee Name:

Position:

Supervisor:

Building:

1. A healthy resolution to any problem is a conversation between the parties involved.
What was the date of that conversation and how did it go from your perspective?

2. Describe the problem:

3. Problem type:

<input type="checkbox"/>	Process not working well
<input type="checkbox"/>	Support Staff Handbook not followed
<input type="checkbox"/>	Co-worker relationship issue
<input type="checkbox"/>	Safety issue
<input type="checkbox"/>	Conflict with a supervisor
<input type="checkbox"/>	Other

4. Offer what you believe to be the most realistic solution:

Are there any unintended consequences to this solution? For example, does this solution present added cost? create additional problems in other areas or for other staff? Other?

What other solutions were considered?

5. Steps: assuming you've had a direct conversation with the other party, please proceed with the following steps:

- a. Present, in person, this completed form to your direct supervisor. If the problem is with another staff member and a direct conversation has not taken place, explain why to your supervisor.
- b. Arrange a time to meet with your supervisor (and another staff member if the problem is person-to-person).

6. Supervisor's action steps: Meet with the staff member(s) involved.
- a. Brainstorm possible solutions to the problem. List those here:

- b. Choose the best solution for both the people involved as well as the department or district as a whole. Communicate that solution to those affected.
- c. Evaluate of the solution: how will we know if the solution has been effective?

Signature of staff member

Date

Signature of supervisor

Date

CC: Staff Member
 Supervisor

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



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