

BEAVER ISLAND COMMUNITY SCHOOL
2016-2018 Support Staff Compensation Package
(Draft #7—2-25-16)

Background:

This agreement replaces the former Compensation Package adopted for BICS Support Staff Salaries and Benefits for the 2011–2015 years. This draft #5 agreement has been reviewed and recommended for BICS Board approval following study and discussion by members of the Board’s Finance Committee and Policy and Personnel Committee. It affirms that BICS employees are required to work at the highest standards of professionalism, integrity, and ethics. The provisions in this agreement are not considered a contract of employment; rather, support staff employment at BICS is “at will”.

This recently revised Compensation Package differs significantly from the former 2011 agreement in that it:

- Condenses the number of job classifications;
- Increases the starting pay ranges for each job classification;
- Sets a maximum salary for each job classification;
- Bases salary adjustments on performance effectiveness instead of years in service;
- Reduces the number of paid leave/vacation days allocated for staff absences;
- Redefines the hours required for full and part-time employees; and,
- Adds guidelines for staff expectations and evaluation.

Current Recommendations for 2016-18:

1. Full time employees are individuals scheduled for 35 or more hours/week during the school or calendar year, whereas part-time employees are individuals scheduled for less than 35 hour a week during the school year or summer.
2. BICS will maintain six (6) full-time support staff for the following positions:
 - One Administrative Assistant and Athletic Director
 - One Executive Secretary and Testing Coordinator
 - One Assistant Coordinator for Title I Programming
 - One Custodian and Maintenance Manager for Building & Grounds
 - Two Special Education Aides for Students with Special Needs*
3. Of the six (6) positions—two (2) will be full-time, year-round positions, one (1) will be a 10 month position, and three (3) will be 9 month positions—as follows:
 - Year-Round—Admin. Assistant and Custodian/Maintenance Manager
 - Ten Month—Executive Secretary and Testing Coordinator
 - Nine Month—Assist. Coordinator for Title I and Special Education Aides*
4. The six (6) full-time employees will qualify for benefits effective the first day of employment –except for health, dental, and vision insurance, which will be available following a 90 day waiting period following the 1st day of employment.

*Note: These positions depend upon the availability of state or federal funding

5. BICS full-time support staff are entitled to the following days off with pay:

- Ten (10) holidays for year-round employees and nine (9) holidays for school year employees when holidays fall during the work-week—including New Years Eve; New Years Day; Memorial Day; Labor Day; Wednesday, Thursday, & Friday of Thanksgiving; Christmas Eve, and Christmas Day. July 4th is paid for year-round staff only.
- Four (4) personal leave days for year-round staff and three (3) personal leave days for school-year staff. (Personal leave days need to be approved by the Supt/Prin. for sick time, medical appointments, funerals, or to take care of family members. Leave days can accrue to 8 days for year-round staff, and 6 days for school-year staff—beyond that, unused days will be lost. For employees working less than 12 months, days may be used to extend pay beyond their scheduled school year. Unused leave days will not be paid out in the event of termination of employment.
- Vacation—ten (10) days vacation for year-round employees until the 10th year, when it increases to fifteen (15 days); and, 5 days vacation for school year employees. (To maximize student support, vacation will not typically be approved during the days in which school is in session).

6. **Unpaid Leaves of Absences** – A staff member who is unable to work because of personal illness or disability, and who has exhausted all leave days and vacation days may be granted an unpaid leave of absence for up to 1 year. Upon return from leave, the employee may be assigned to the same or an equivalent position.

7. **School Closings** – It is at the discretion of the Superintendent whether staff will be asked to work at home or at school when school is delayed or canceled for students. If a staff member is unable or unwilling to work that day, he or she will neither be compensated nor penalized for the work time or day he or she misses.

8. **Benefits Schedule Summary**

Benefit	Schedule	Part-time	Full-time
Insurance (health, dental, and vision)	All	Not eligible	Eligible after first 90 days
Holidays	All	Not eligible	10 days (12 mo.) 9 days (9-10 mo.)
Personal days	9 month	Not eligible	3 per school year
	10 month	Not eligible	3 per school year
	12 month	Not eligible	4 per school year
Vacation days	9 month	Not eligible	5 days per school year
	10 month	Not eligible	5 days per school year
	12 month	Not eligible	10 days for 1 st decade of service, and 15 days for years thereafter.
School closings	All	Not eligible	Eligible, if approved
Paid breaks	All	Not eligible	40 minute paid lunch

9. **Compensation** – Employees will typically start at the minimum pay rate for their position; however, at the Superintendent’s discretion offers to new hires may be higher than the minimum to attract potential employees with a higher market value. The compensation would still need to fall within the prescribed ranges. At the completion of each school year, staff members will receive a performance review. Based on the performance, a compensation increase may be deemed *merited* for the upcoming year. Employees already at the maximum pay rate for their position are not eligible for merit raises; however, they may be eligible for a performance-based annual bonus. Ranges will be periodically reviewed to ensure proper alignment with the job market.

10. Compensation Schedule

Group	Aides	Coordinators	Maintenance	Administrative
Includes	Classroom and other	Office and Program	PM and custodial	Assistant
Minimum	\$14.00	\$15.00	\$16.00	\$17.00
Maximum	\$19.00	\$20.00	\$22.00	\$25.00

11. **Sub Pay** – Substitute teachers will be compensated at \$16.50 per hour worked.

12. **Work Day Breaks**—Full-time employees are entitled to a forty-minute lunch period.

13. **Expectations and Evaluation**—Support Staff for the Beaver Island Community School are expected to be good role models for the students, parents, community members and visitors that come here. They know and value the Board of Education’s goals, and contribute effectively to school district operations. They are evaluated at least twice a year on their expected performance for the following:

- Fulfilling the work requirements and obligations defined in each job description;
- Upholding the professional commitments expected of all BICS staff, including their 1) confidentiality and integrity agreements, 2) practice of good teamwork habits, and, 3) respect for the position and prerogatives of the Supt/Prin. as their team leader (including the obligation to bring any and all matter(s) of concern affecting the success of the school to him/her);
- Being life-long learners—continuously developing new and improved ways of conducting their work and achieving ambitious goals.

14. **Support Staff Evaluations** for all employees will take place in January and June. The January evaluation will include a self-assessment *and* a Supt/Prin. assessment so they can be compared and reconciled as a formative review and plan for the second half of the year. The June evaluation will be considered a summative review by the Supt/Prin, and following a conversation with the employee—will be placed in the year-end file.

15. **Transitions**—The changes described here will be afforded some transition time, including time allowed for using accrued leave days (until 7/1/2017) before coming into compliance and having excess days removed. Evaluations will begin in April, 2016 instead of January.