

**Shepherd Public Schools**  
**Administrative Handbook**

**Approved May, 2016**

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## FOREWORD

This handbook has been prepared to assist administrators in their service to Shepherd Public Schools and the people it serves. If a question arises which is not covered in this handbook, the administrator should contact the Superintendent.

The positions covered by the handbook include building principals, assistant principals, Special Education Director, Curriculum Director, and Director of Business and Finance.

This handbook is intended to serve as a guide and reference and is subject to change by the Board of Education. Suggestions and comments are welcome and should be forwarded to the Superintendent.

## ADMINISTRATOR HANDBOOK

### I. Orientation

#### A. *At the Beginning of Employment*

Responsibilities and obligations to the school district, pay and payroll procedures, benefits (insurance forms, etc.), and retirement, will be reviewed with the administrator before the administrator's individual contract is executed.

#### B. *Evaluations*

The Superintendent will evaluate administrators annually.

### II. Administrator Responsibilities

#### A. *Personal Conduct*

Employees are required to discharge assigned duties conscientiously, to conduct themselves in a manner that reflects in a positive manner on the district, public education and the community.

Employees are expected to be honest, trustworthy, of good character, reputation, and loyal to the district, community and public education.

Employees are expected to comply with Board Policy, Administrative Rules and recommendations, directives, and statutes.

The district does not desire to interfere in a person's private life unless, for example, their private life has an adverse impact upon the image of the district or the administrator's ability to perform their assigned duties.

If there is doubt about specific standards of conduct, the administrator should consult the Superintendent.

**B. *Dress***

A "dress code" or "dress regulation" is not published regarding appropriate office attire and grooming. However, an employee is hired because of the proficiency shown in the area of training, experience and professional appearance. Appropriate dress is expected at all times.

**C. *Safety***

Safety is paramount at all times and under all conditions. The school system attempts to maintain safe working conditions and encourages employees to be constantly alert to hazardous situations and to promptly report all unsafe conditions to their supervisor or to the business office.

**D. *Expectations***

It should be expected that the normal workday might exceed eight (8) hours per day. It should also be expected that the normal work week might exceed forty (40) hours per week. Administrators must be willing to deal with the rigor that their position requires as the administrative positions within the district are very demanding.

**E. *Conflicts of Interest***

Employment within the district requires maximum thought and energy directed to the fulfillment of assigned responsibilities. While employment in work other than for the school is not prohibited outside of work time, it is discouraged.

Employees may engage in other employment outside of work time and off school premises, providing such employment does not: (1) interfere with the efficient performance of duties as an employee; (2) conflict with the interests or image of the district; or (3) bring discredit upon or cause criticism of district.

If an employee is in doubt about the suitability of any type of other employment, the employee should secure advice and approval from the Superintendent.

**F. *Administrative and Board Meetings***

Administrators are expected to attend the regular scheduled administrator meetings and the regular scheduled Board meetings. Under normal circumstances, Administrators will not be expected to attend Board meetings in the summer (June, July, and August) unless requested by the Superintendent. When special meetings are called (administrative and/or Board), the administrator will be notified as to whether or not they are expected to attend.

### **III. Compensation Information**

#### **A. Rates of Pay**

The Board of Education will determine the administrator's salary on an annual basis.

#### **B. Payroll Period**

Payroll checks are issued every other Friday.

#### **C. Deductions**

Federal and State withholding taxes will be deducted from payroll checks in accordance with the number of exemptions claimed on the W-4 withholding exemption certificates on file in the payroll office. Social Security taxes and retirement will be withheld as required by law. The Board of Education also makes it possible, through payroll deductions; to contribute to various banks, credit unions, tax sheltered annuities, and other voluntary deductions.

#### **D. Lost Time**

Paid leave allowances are normally adequate to ensure full paychecks throughout the year, however, where appropriate, paychecks will be reduced.

### **IV. Personnel Records**

A personnel record folder will be developed for each employee and filed in the Central Office. All records that are generated in connection with employment at the Shepherd Public Schools will be maintained in the personnel record jackets. The information gathered is considered privileged information and will be treated confidentially subject to the limitations of the Freedom of Information Act.

Correct information is essential to good personnel record keeping, including correct addresses, phone numbers, etc. If there is a change in name, address, telephone number or dependent status, the Central Office must be notified at once.

### **V. Benefits**

#### **A. Vacation**

Administrators earn vacation at a rate of 20 days per year unless otherwise specified in their individual contract. If an administrator is employed for less than a full year, the number of vacation days will be prorated accordingly.

Vacation must be taken by July 31<sup>st</sup> following the year in which it is earned. Any unused vacation days not taken by July 31<sup>st</sup> are lost unless the Superintendent authorizes the carryover of those unused days to the following fiscal year.

**B. *Holidays***

Approved paid holidays are spring break as identified in the teacher contract. Good Friday (if school is not in session), Maple Syrup Day, Memorial Day, Independence Day, Labor Day, Deer Day (if school is not in session or does not fall on a weekend), Thanksgiving Day, Friday after Thanksgiving Day, Christmas break as identified in the teacher contract.

When any designated holiday falls on the weekend, the Friday before or the Monday after shall be considered as the holiday, whichever is more applicable based on the scheduling of school. Exception – Deer Day.

**C. *Worker's Compensation***

If an employee is injured in the course of employment at the school, he/she must notify the Superintendent. The Superintendent's Secretary has the forms for reporting such accidents/injury. Forward the form to the Central Office when completed. If an employee is unable to work due to an accident/injury arising out of, and in the course of their employment may be eligible for Worker's Compensation benefits.

In the event that an employee suffers an injury or illness that is covered under the Michigan Workers' Compensation Law, the employee will be entitled to use his/her sick leave in the same manner as if the injury or illness was not covered under the Workers' Compensation; provided that said employee reimburses the Employer the amount of wage continuation benefits he/she received under Workers' Compensation for any day which he/she received sick pay from the Employer. For any day that the employee receives sick pay from the Employer and reimburses the Employer for the Workers' Compensation received, the employee's sick leave shall be reduced only by the portion of a day equal to the portion of the employee's gross pay actually paid by the Employer.

**D. *Hospital/Medical Insurance***

An Employee's spouse will not be eligible to continue enrollment in the district offered hospital/medical plan if the spouse is eligible to enroll in a plan through the spouse's employer or is eligible to enroll in the spouse's retirement hospital/medical plan.

Employees will be required to sign an affidavit acknowledging their responsibilities in relationship to spousal restriction which will include the obligation to repay premiums, claims or other costs that should not have been paid on the behalf of the employee's spouse.

Subject to the restrictions above, employees are entitled to up to full-family benefits, covering dependents as defined by the Internal Revenue Service and that fall within the two party or full family definitions of the underwriters.

The amount the district pays toward health care and other insurance plans will be determined annually as salaries are established and in some instances, is also restricted by law.

Each administrator not taking health insurance will be provided \$300.00 per month cash in lieu of health insurance.

**E. *Dental Insurance***

The Board will provide up to full family dental coverage for administrators.

**F. *Vision Insurance***

The Board will provide up to full family vision insurance for administrators.

**G. *Life Insurance***

The Board will provide a \$100,000 group term life insurance policy for administrators.

**H. *Long-Term Disability Insurance***

The Board will provide long-term disability insurance coverage for administrators. The policy coverage includes 66 2/3% of the employee's wages subject to a maximum monthly benefit of \$5,000. The benefits begin upon exhaustion of accumulated sick days, or upon expiration of 90 calendar days of disability accumulated in any twelve (12) consecutive months, whichever is later.

**I. *OTHER EMPLOYEE INSURANCE INFORMATION***

The District selects and may change from time to time the insurance underwriters, third party administrators and the plan specifications.

Employees must meet all the requirements of the various insurance underwriters and third party administrators to be eligible for insurance benefits.

Unless otherwise limited by the underwriters or third party administrators, insurance premium contributions will begin on the first day of employment. Payments will discontinue during periods of layoff, unpaid leaves (unless continued payments are required under the Family Medical and Leave (Act), and upon the effective date of separation from employment.

**VI. *Staff Services***

**A. *Central Office***

The Central Office is available to assist or answer questions regarding any problem of an employee (payroll or insurance information, etc.).

**B. Telephone**

Personal telephone calls should be restricted to a minimum. All personal long distance calls are to be charged to the employee's personal phone accounts or reimbursed to the District.

**C. Solicitations**

In order to minimize job interference, solicitations, selling and collections are not permitted on school grounds, unless authorized by the Superintendent. In all instances, approved solicitations are announced in advance.

**D. Smoking**

Smoking is not permitted on school grounds, in school vehicles, or while on duty.

**VII. Leaves of Absence**

**A. Sick Leave**

Administrators who are scheduled to work the entire year are credited with 12 sick days at the beginning of each fiscal year. If an administrator works less than a full year, the sick days will be prorated for that fiscal year accordingly. Sick leave remaining at the end of the school year shall be accumulated to maximum of no more than one hundred and forty (140) days.

Sick leave may be used in accordance with the schedule specified herein for personal or family illness or disability subject to the limitations set forth below. For all absences, the administrator is required to notify Superintendent upon first knowledge of the necessity to be absent. Sick leave may be used as follows.

Personal Illness -- bona fide incapacity to report for work.

Family Illness -- two (2) days of sick leave will be allowed for each illness in the immediate family (mother, father, wife, husband, son, daughter and others living in the immediate household) that necessitates the presence of the administrator. The Superintendent may grant extension of sick leave for this purpose if the patient is deemed to be in critical condition by the attending physician. The Superintendent may grant an extension of sick leave for other family illness.

**B. Personal Leave**

Each administrator who is scheduled to work the entire year will be allowed three (3) days per year for personal time. Such leave will require at least two (2) days written notice to the Superintendent. This advanced notice requirement may be waived in cases of emergency by the Superintendent. Days unused at the end of the year will be added to the employee's sick leave accumulation.

**C. *Unpaid Leave***

In addition to mandatory leaves under the Family Medical and Leave Act, unpaid leaves of absence without pay for up to one year, due to the employee's medical or psychological condition after the employee has used all available sick leave days, personal leave days and earned vacation time. There will be no extension of unpaid leaves beyond one (1) year. A written request must be submitted to the Superintendent specifying the length of leave being requested for approval and must be accompanied by a statement from the employee's providers identifying the need for the leave. Thirty (30) days before the end of the leave, the administrator must notify Central Office of his/her intent of returning to work.

**D. *Funeral Leave***

Three (3) days of paid funeral leave may be taken if there is a death of a member of the immediate family. For the purpose of funeral leave, immediate family is defined as spouse, child, parent, sister, brother, grandchild, grandparent, parent of spouse, or a member of the administrator's household. Funeral leave will not be deducted from sick leave for immediate family members. Up to three (3) days of funeral leave for non-family may be taken and deducted from sick leave upon approval of the superintendent.

**E. *Jury Duty***

When an employee receives a call for jury duty, he/she should immediately notify the Superintendent. When serving as a member of a jury, an employee will receive the difference between the pay for jury duty and his/her regular pay. An employee is expected to report for regular school duty when either temporarily or permanently excused from the jury.

**VIII. Resignation**

When an employee resigns from Shepherd Public Schools, it is requested that at least sixty (60) calendar days notice be given to the Superintendent.

A failure to provide the notice will result in the forfeiture of payments under Section IX.

**IX. Retirement**

**A. *Retirement Stipend***

Administrators who have served at least eight (8) years in the Shepherd Public Schools and who retire from Shepherd Public Schools under the provisions of the Michigan Public School Employee's Retirement System shall receive a one-time retirement severance payment in the amount of three thousand dollars (\$3,000). This payment will be made in the form of a contribution to the District's Section 403(b) retirement plan.

**B. *Unused Sick Leave***

In case of death of any administrator working in the system, payment of accumulated sick leave

at the rate of \$25 per day shall be made to his/her beneficiary (per designated beneficiary on life insurance form).

All administrators who have a minimum of ten (10) years of service as a full-time employee with the Shepherd Public Schools, and are retiring from this system under the provisions of the Michigan Public School Employees Retirement System, shall receive the employee's unused accumulated sick days (up to a maximum of 60 days) at the rate of \$45 per day. Provided, that this payment shall be at the rate of \$50 per day for administrators who have a minimum of twenty (20) years of service as a full-time employee of Shepherd Public Schools and otherwise meet the conditions of this paragraph. This payment will be made in the form of a contribution to the district's Section 403(b) retirement plan.

**C. *Years of Service***

A year of service for purposes of the above benefits is defined as continuous service to the district in a position covered by this handbook. Periods of layoff and unpaid leaves and prior service if rehired will not be counted.

**X. *Miscellaneous***

**A. *Severe Weather***

If school is closed because of an emergency or severe weather conditions, the administrator shall report to work unless directed to the contrary by the Superintendent or the Superintendent's designee.

**B. *Mileage Allowance***

Required mileage driven on the job in the employee's vehicle will be reimbursed at the current IRS mileage rate. This does not include going to or from work.

**C. *Longevity***

After an administrator has completed the following lengths of service at Shepherd Public Schools as an administrator since the last date of hire, the corresponding lump sum payment will be made on the first pay in February:

Administrators hired before July 1, 2012:

Beginning at year 1	\$ -0-
Beginning at year 2	\$ 900
Beginning at year 3	\$1,000
Beginning at year 4	\$1,100
Beginning at year 5	\$1,250
Beginning at year 6 and every year thereafter	\$1,500

Administrators hired after June 30, 2012:

Beginning at year 3	\$ 300
Beginning at year 4	\$ 600
Beginning at year 5	\$ 900
Beginning at year 6	\$1,000
Beginning at year 7	\$1,100
Beginning at year 8	\$1,250
Beginning at year 9 and every year thereafter	\$1,500

Time on unpaid leaves, layoff or prior service if rehired shall not be counted.

**D. *Conferences***

Conferences are important and participation in them is expected. Approval to attend conferences must be received from Superintendent prior to attendance. Approval to attend out-of-state conferences will be determined based on the number of other conferences attended by the administrator during the current fiscal year, budgetary constraints, and the projected cost of the out-of-state conference.

**E. *Discipline or Discharge***

Administrators will not be disciplined or discharged during the term of their individual contracts for reasons that are arbitrary or capricious.

**F. *Conflicts Between Handbook and Contract***

Individual contracts set forth certain terms and conditions of employment in addition to those referenced in this handbook.

All individual contracts issued to administrators covered by this handbook are subject in all respects to the provisions of this handbook and to the extent of any ambiguity or conflict in terms, this handbook shall govern.

**G. *Tenure***

No administrator shall be deemed to have tenure in any administrative capacity by virtue of this handbook or any individual contract.

**H. *Board Policies and District Compliance Officers***

Further clarification on any of the following policies can be found on the Shepherd Public Schools district website <http://www.shepherdschools.net/>. You may obtain a hard copy of any district policy from Central Office or Shepherd Public School building main offices.

2260 - Nondiscrimination and Access to Equal Educational Opportunity

2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability

3362, 4362, 5517 - Anti-Harassment

5516 - Student Hazing

5517.01 – Bullying and Other Aggressive Behavior Towards Students

7440.01 - Video Surveillance and Electronic Monitoring

District Compliance Officers – Compliance Officers are available to investigate any harassment or discrimination violation.

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