

Shepherd Public Schools

Mechanic Handbook

2017-2018

FORWARD

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

The positions covered by the handbook include mechanic and the head mechanic (excluding substitutes).

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.

MECHANICS 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 mechanic. The mechanic will report to their supervisor for specific explanation of the job and the relationship with co-workers

Every new employee is entitled time to learn the job. If a problem develops, it should be discussed with the immediate supervisor.

B. *Probation and Evaluations*

Employees shall be considered a probationary employee for the first ninety (90) calendar days of continuous employment. Days missed will serve to extend the probationary period. During this period, assistance will be given to the employee in making a satisfactory adjustment. A written evaluation shall be made prior to the end of the probationary period to ensure that continued employment is in the best interest of the school district and employee.

Progress will be continually assessed. After normal probationary evaluation, the immediate supervisor will evaluate an employee no less than once every year.

C. *Work Hours and Weeks*

An eight (8) hour day, forty (40) hour week is the regular workweek for full time employees. The immediate supervisor will assign the hours of work and work weeks. -

D. *Punctuality*

Punctuality and regular attendance is expected of everyone and is important for satisfactory performance. If a mechanic is unable to report for work, the immediate supervisor should be notified as soon as possible, in accordance with the procedure established. In the event the absence is for three (3) consecutive days without notification to the supervisor, the mechanic will be considered to have abandoned their job.

E. Rest Periods

Employees may take two (2) rest periods of not more than 15 minutes each, for each eight-hour day of work. Rest periods are taken at a time scheduled by the supervisor. The rest period is intended to be a recess to be preceded and followed by an extended work period; thus, it may not be used to cover an employee's late arrival to work or early departure, nor may it be regarded as accumulative, if not taken.

F. At Will

Employees covered by this handbook are considered as employed at the will of the district and may be terminated with or without cause.

II. Employee Responsibilities

A. Personal Conduct

Employees are required to discharge assigned duties conscientiously and 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 their private life has an adverse impact upon the image of the district or the employee's ability to perform their assigned duties.

If there is doubt about specific standards of conduct, the employee should consult with their immediate supervisor.

B. Dress

A "dress code" or "dress regulation" is not published regarding appropriate 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 Central Office.

D. 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 the district.

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

III. Compensation Information

A. Rates of Pay

Step advancements will only be issued on July 1 each year and provided the employee worked at least ninety (90) percent of the employees regularly scheduled hours for the year. No step advancements will be issued during the year.

The wage rates are shown in Appendix A.

B. Payroll Period

Payroll checks are issued every other Friday.

C. Overtime

Generally speaking, budgetary limitations and sound business practices restrict the use of overtime. Overtime is an exception, rather than the rule. If overtime work is necessary, the mechanic will be paid at the rate of time and one-half for all hours over forty (40) in a week. Paid and unpaid time off regardless of its origins will not be counted as hours worked for purposes of computing overtime pay. Overtime payments will only be issued after forty (40) hours physically worked in a given workweek. All overtime must be approved in advance by the Superintendent or the Assistant Superintendent for Finance and Personnel. Holiday, vacation, sick, personal, and other paid leave do not count as time worked for overtime purposes.

E. 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 Central 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.

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

V. *Benefits*

Benefits will be computed on the basis of regular hours worked.

A. *Vacation*

Employees assigned to work twelve (12) months per year will be eligible for paid vacations.

Vacation is earned at a rate of seven (7) days per year during the first fiscal year worked and prorated for the number of months worked during that first year. Beginning in the third fiscal year of employment, vacation is earned at a rate of ten (10) days per year. Beginning in the sixth year of employment, vacation is earned at a rate of fifteen (15) days per year. Beginning in the fifteenth year of employment, vacation is earned at a rate of twenty (20) days per year.

Vacation must be taken in the year following the fiscal year in which it is earned. In the event that an employee terminates employment, vacation earned during the year of termination will be prorated based upon the number of months worked during that fiscal year.

B. *Holidays*

Approved paid holidays are New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, and Christmas Eve Day.

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.

C. *Worker's Compensation*

If an employee is injured in the course of employment at the school, they must notify their immediate supervisor. Supervisors have the forms for reporting such accidents/injury and will forward them to 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 they 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 their sick leave in the same manner as if the injury or illness was not covered under Workers' Compensation; provided that said employee reimburses the Employer the amount of wage continuation benefits they received under Workers' Compensation for any day which they received sick pay from the Employer.

D. Hospital/Medical Insurance

A spouse of an employee first open enrollment period after January 1, 2014, the 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. Employee must be regularly scheduled to work at least thirty (30) hours per work to participate in insurance plans and/or receive cash in lieu of health insurance.

Each employee 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 mechanics.

F. Vision Insurance

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

G. Life Insurance

The Board will provide a \$15,000 group term life insurance policy for mechanics.

H. The district determines and changes from time to time the underwriters, third party administrators and makes all decisions related to the self-funding of insurance benefits.

VI. Staff Services

A. Central Office

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

B. Dining Facilities/Lunch Periods

All dining facilities in the Shepherd Public Schools are open to employees. Supervisors will set the time for lunch periods for employees.

C. Telephone

Use of the telephone is an excellent way to further good public relations. Employee's should be brief, direct and courteous at all times. In making or receiving telephone calls, employee's should identify their department and their name. 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.

D. 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.

E. Smoking

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

VII. Leaves of Absence

A. Sick Leave

Employee's will be credited with twelve (12) sick leave days at the beginning of each fiscal school year. Sick leave remaining at the end of the school year shall be accumulated to maximum of no more than one hundred and ten (110) days. Any employee who fails to complete the 12-month assignment shall lose cumulative sick days at a rate of one (1) day per month for those months not worked.

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

employee is required to notify their immediate supervisor 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 incapacitation in the immediate family (mother, father, wife, husband, son, daughter and others living in the immediate household) that necessitates the presence of the employee. The immediate supervisor will grant extension of sick leave for this purpose if the patient is deemed to be in critical condition by the attending physician. The supervisor/building administrator may grant the use of sick leave for other family illness.

B. *Business Leave*

Each employee will be allowed three (3) days per year for personal business that "cannot be conducted on other than a work day." Such leave will require at least two (2) days written notice to their immediate supervisor. This advanced notice requirement may be waived in cases of emergency by the Superintendent. Such leave may not be used immediately prior to or following a vacation, except in cases of emergency. 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, leaves of absence without pay for up to one year, as differentiated from vacation days or sick leave, may be granted, if there is unusual need, when an employee has completed a minimum of eighteen (18) months of continuous service (except for leaves related to the incapacitation of the employee) with the school. "Unusual need" is considered individually on the merits of the case. There will be no extension of unpaid leaves beyond one (1) year. Under no circumstances will a leave of absence be granted to seek or accept other employment. The procedure to apply for unpaid leave is as follows: (1) A written request must be submitted to the supervisor specifying the length of leave required. (2) When the supervisor has approved the request, the request must be submitted to the Superintendent for final approval. Thirty (30) days before the end of the leave, the mechanic must notify Central Office of their intent to return 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 mechanic'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*

Employees required to report for jury duty during working hours shall be released with pay provided they turn over to the district any earnings (excluding mileage) received for jury duty.

Employees are expected to report to work if not impaneled for the day. If released during the day, the employee must contact their supervisor to receive directions as to whether to report. If excused by the supervisor, the employee will receive pay for the balance of the day.

VIII. Layoff and Recall Procedures

A. Seniority

Central Office shall maintain a list of mechanics and their date of hire in order to have a seniority ranking.

Seniority is defined as the length of the continuous service to the district since the last date of hire in a position covered by the handbook. Periods of unpaid leave or layoff for periods of less than one (1) year, substitute service or prior service if rehired, do not constitute a break in continuous service but will not be counted for purposes of seniority.

Time served outside of the job classifications covered by this handbook will not be counted for seniority purposes.

If an employee permanently transfers to a position outside the job classification contained in the handbook, seniority will be lost.

Once the probationary period is complete, the employee will be added to the seniority list reflecting the first day worked.

B. Layoff and Recall

If there are conditions making it necessary for a general reduction in the number of mechanics or the head mechanic, the Board will retain, those employees (see the individual job titles in Appendix A), by position, having the most seniority unless business or operational reasons dictate otherwise. A recall list will be maintained for a period not to exceed one (1) year from the effective date of the layoff for those who have completed the probationary period. Thereafter, a laid-off employee would lose their right to recall. In recalling employee's mechanics, the Board will consider position and skill level in relation to the open position.

This section will not apply to reductions in weekly work hours or weeks scheduled for the year.

IX. Vacancies, Transfers and Job Reclassification

A. Vacancies

Jobs that become open/vacant throughout the school year will be posted by Central Office within the mechanic's staff for five (5) working days prior to the time they are filled. Interested employees should notify their supervisor of interest in such posted jobs. Concurrent consideration may be given to qualified applicants from outside the employment of Shepherd Public Schools. The supervisor will evaluate all applicants and make the final decision regarding the hiring of a mechanic from within the district or the hiring of an outside candidate, to assure the best person for the job.

B. *Internal Transfer*

In the case of an internal transfer to a higher classification, the employee shall receive an experience rating equivalent to the hourly rate of their present level as a minimum. After Central Office has reviewed the past experience and made a recommendation, the Superintendent will give the final approval.

C. *Involuntary Transfers*

The Superintendent, or their designee, shall notify the affected employee of the transfer and the reason for such transfer.

X. *Resignation*

When an employee resigns from Shepherd Public Schools, it is requested that at least two weeks' notice be given to the supervisor.

XI. *Retirement*

An employee who has ten (10) years of seniority, and who otherwise meets all eligibility requirements for retirement under the Michigan Public School Employees Retirement System, shall be paid forty percent (40%) of their daily rate for all of their accumulated sick leave days, up to a maximum of thirty (30) days and eighty percent (80%) of their daily rate for the next thirty (30) days, upon retirement. Employees hired on or after July 1, 2011 will receive \$40 per day up to a maximum of sixty (60) days, rather than the 40%/80% of their pay as listed above, for all their accumulated sick leave days upon the employee's retirement. This payment will be made in the form of a contribution to the District's Section 403(b) retirement plan.

Employees hired on or after July 1, 2012 will not be eligible for a payoff of their accumulated sick time upon retirement.

XII. *Miscellaneous*

A. *Severe Weather*

If school is closed because of an emergency or severe weather conditions, the mechanic shall report to work. This clause is not to be taken as a directive to be present if weather conditions make travel dangerous.

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. 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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APPENDIX A

MECHANIC WAGE SCHEDULE 2017-2018

Steps	1	2	3
Head Mechanic	17.1	17.59	18.21
Mechanic	16.21	16.72	17.33