



Non-Rep Employee Handbook

Employment Policies, Procedures and Practices

Revised September 2017

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Troy School District Employment Handbook

INTRODUCTION

Welcome to the Troy School District. This Handbook is for employees not represented under a collective bargaining agreement or individual administrative contract. It has been prepared so that you may know what you can expect during your employment with the District. It will acquaint you with our employment policies and procedures and the District's expectations of its workforce.

Every employee should understand their job duties, job responsibilities and how their work contributes to the overall success of the Troy School District. We all work together as a team towards our mission of "ensuring learning for all members of the OneTroy Community" and each of us must do our best to ensure this goal is reached.

Please read this Handbook carefully and keep it for future reference. If at any time you have any questions about the information contained in this Handbook, please do not hesitate to inquire with your supervisor or a member of our Employee Services Department.

This Handbook is not a contract of employment, and should not be perceived as such for any period of time between the Troy School District and any staff member. The contents of this Handbook and its terms are subject to revision annually by the Assistant Superintendent of Employee Services.

We hope that your employment with the Troy School District will be satisfying and enjoyable. We believe that we are truly one of the premier school districts and this is due to our world class workforce.

General Office Information

Hours of Work. The District operates twelve (12) months a year, Monday through Friday. At the District's discretion, summer and/or evening hours of operation may be scheduled or modified. Changes in schedules may be made by the District after notifying affected employees.

An employee wishing a change in schedule must request the change in writing and submit it to his/her immediate supervisor for consideration. If the immediate supervisor agrees that a change is feasible, he/she may recommend the change to the Assistant Superintendent of Employee Services. Once work schedules are established, they may only be changed with the prior written approval of the Assistant Superintendent of Employee Services.

If the workload requires it, you may be required to work overtime. Any overtime must be preapproved at the direction of your immediate supervisor.

Lunch Periods. Employees are scheduled for a lunch period of thirty (30) minutes or one hour. Lunch periods are not paid.

Attendance and Tardiness. The Troy School District maintains established office hours. You are expected to regularly be at work on time and to remain at work during those hours. Should an emergency require you to leave work, you must notify your immediate supervisor and receive approval before departure.

Reporting Absences. If you will be absent from work for any reason, you are required to notify your immediate supervisor at least one and one-half hours before your scheduled starting time and report your absence in the District's on-line attendance tracking system.

Absence Before/After a Paid Holiday. If you wish to take days off with or without pay immediately before or after a paid holiday, you must make special arrangements with your immediate supervisor and receive written approval from him/her ahead of time or risk loss of pay for the holiday.

Absence Without Pay. If you find it necessary to take a day off without pay, you need to submit your request in writing to your immediate supervisor at least five workdays in advance, whenever possible. Your immediate supervisor may grant permission for a maximum of two consecutive days without pay. The approval of your immediate supervisor and the Assistant Superintendent of Employee Services is required for three or more consecutive days off without pay. If you are denied time off without pay and you are absent on that day, this is considered an unauthorized absence and you are subject to disciplinary action for such an offense.

Emergency Building Closings. When the Troy School District facilities are closed because of emergency situations, you are expected to report for work unless you are directed otherwise. If you are directed not to report for work, you may charge the absence against any available accumulated leave days.

Employment Information

Orientation Period. The first one hundred twenty (120) calendar days of your employment with the Troy School District is your orientation period. At the end of this period, your performance will be reviewed. If your performance is satisfactory, you will continue your employment. If your performance is unsatisfactory, you will not continue your employment with the District. The retention or dismissal of employees is at the sole discretion of the District.

Performance Reviews. The District may preform periodic performance reviews of employees subject to this Handbook. The evaluations shall be in writing, with copies provided to you and placed in your personnel file.

At-Will Employment. Employment with the Troy School District under this Handbook is at-will. You may leave employment or be terminated at any time, with or without reasons. No person other than the Superintendent, Assistant Superintendent of Employee Services, or Board of Education has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing statement. No such agreement contrary to the foregoing shall be enforceable unless reduced to writing and signed by the Superintendent or Assistant Superintendent of Employee Services.

Disciplinary Action. Disciplinary action may include oral and written warnings, written reprimands, suspensions, and discharge. However, there is no expectation of progressive discipline in every disciplinary situation. If a written record of an incident/issue is inserted in your personnel file, you shall receive a dated copy of the document. You have the right to submit a written rebuttal to any disciplinary document inserted into your personnel file. If you wish to submit a rebuttal, it must be received in the Employee Services Department within ten (10) workdays of your receipt of the disciplinary document. If you write a rebuttal and submit it within the specified timeline, it will be attached to the disciplinary document in your personnel file.

Layoff. The decision to lay off an employee shall rest solely with the Troy School District. If you are laid off, you will have recall rights equivalent to the number of months you were most recently employed by the District or six months, whichever is shorter. You will be eligible for unemployment benefits in the event of a layoff.

Salary Information

Wage Schedules. The Superintendent, in consultation with the Board of Education, establishes wage schedules for each school year. The Board of Education reserves the right to institute changes to the annual rates of pay and/or institute freezes to wage schedules in any given fiscal year due to budgetary constraints.

Experience (Step) Increases. If you began employment in July through December, you will be eligible to receive a step increase the next July. (Example: If you began employment any time on or between July 1, 2017 and December 31, 2017, you will be eligible for a step increase on July 1, 2018.)

If you began employment in January through June, you will not be eligible for a step increase until the second July of your employment. (Example: If you began employment any time on or between January 1, 2018 and June 30, 2018, you will be eligible for a step increase on July 1, 2019.)

Overtime and Compensatory Time. Compensatory time and overtime pay will be administered in accordance with the federal Fair Labor Standards Act. Overtime and authorization for compensatory time must be approved in writing by your immediate supervisor in advance of the work being performed.

Pay Periods. You will be paid according to the Troy School District's payroll schedule. Payroll is issued every two weeks.

Direct Deposit of Payroll Checks. The District requires that your paycheck be directly deposited into an eligible financial institution. You will receive a voucher on payday with all the same information that would have been contained on a payroll check stub.

Tax-Sheltered Annuities. You are eligible to participate in a tax-sheltered annuity program, either a 403(b) or 457 tax sheltered annuity program. If you wish, you may make a payroll deposit to a tax-sheltered annuity carrier approved by the District. It will be your responsibility to contact and make all the necessary arrangements with the annuity carrier and submit your request to the District for processing of the payroll withholding.

Jury Duty. If you are required to serve jury duty, you will be paid the difference between your jury pay and your regular pay. If you have leave days, you will not be required to use a leave day to serve jury duty. You will need to enter your absence as "jury duty" into the District's on-line absence tracking system. You will need to submit a copy of your jury summons to the Business Services Department as soon as you receive your jury notification. Upon completion of jury duty, you need to write a check to the Troy School District for your jury fees (minus the mileage amount) along with a copy of the check you received from the court.

Miscellaneous

Automobile Insurance. If you must use your automobile while performing or acting on authorized Troy School District business, you are required to have automobile insurance. If you do not have insurance and you are requested to use your automobile, you must notify your supervisor in writing before using your car for any school business.

Mileage Reimbursement. If you are required to drive your own vehicle while performing your job, you are eligible to be reimbursed for mileage at the prevailing Internal Revenue Service maximum mileage reimbursement rate. You must complete, sign and submit your mileage form to your immediate supervisor for approval before reimbursement will be provided.

Leaves of Absence. You may apply for a leave of absence for medical, child-care or personal reasons. Leave requests must be sent in writing to the Assistant Superintendent of Employee Services at least thirty (30) calendar days in advance of the desired start of the leave, whenever possible. Leaves of absence may be granted for up to one calendar year and are not eligible for renewal. The granting or denying of any leave request outside of leave periods mandated by federal or state law is at the sole discretion of the District. This Handbook contains additional leave of absence information in later sections.

Retirement Benefits. All Troy School District employees are required by law to participate in a plan offered by the Michigan Public School Employees Retirement System (MPERS). Retirement pension and tax deferred savings plans/benefits are established by MPERS. When you decide to retire, you must take the following actions:

- Notify the Assistant Superintendent of Employee Services and your immediate supervisor in writing of your intended retirement date. You will be given any severance pay to which you are entitled in your last payroll check.
- Contact the Michigan Public School Employees Retirement System (MPERS) and request a retirement packet. You must complete and file a retirement application with MPERS to be eligible for MPERS retirement benefits.

If you decide to leave employment prior to retirement, you need to notify the Assistant Superintendent of Employee Services and your immediate supervisor in writing of your last intended day of work. You will be given any severance pay to which you are entitled, so long as you give at least ten (10) work days prior notice of your resignation.

Worker's Compensation. If you are injured in the line of duty, you may receive compensation and expenses according to the Michigan Workers' Disability Compensation Act. You may also be legally entitled to receive other benefits from sources, such as the Social Security Administration or MPERS. In all cases, it is your responsibility to fill out the necessary Workers' Compensation forms and give notification to the District. If you are injured at work, you must inform the District of your injury immediately by notifying your immediate supervisor.

Policies, Procedures and Practices

Equal Employment Opportunity. The Troy School District has adopted a policy on equal opportunity employment. The policy reads:

“The board does not discriminate against any employee or applicant for employment because of race, religion, color, handicap, sex, national origin, age, height, weight or marital status. Consistent with this policy of equal employment opportunity, harassment in the workplace based on a person’s race, sex, religion, color, national origin, age, weight or marital status, or handicap is strictly prohibited.

The board believes in the dignity of all persons and of their labors and will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight or marital status.

The board will post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of equal opportunity nondiscrimination policies. The board, in all solicitations or advertisements for employees placed by or on its behalf, will state that all qualified applicants will receive consideration for employment without regard to race, religion, color, handicap, sex, national origin, age, height, weight or marital status.”

Nondiscrimination Policy. In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment.

In accordance with Federal regulations, Troy School District has appointed the Assistant Superintendent of Employee Services, as the Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints regarding a possible or perceived violation of this policy of nondiscrimination should be directed to this administrator, who is responsible for administering the nondiscrimination grievance procedure:

Jordan M. Harris
Assistant Superintendent of Employee Services
Title VI, Title IX, Section 504/ADA and
Age Discrimination Act Coordinator
Troy School District
4400 Livernois Road
Troy, Michigan 48098-4799
Voice – 248.823.4023

Antidiscrimination Grievance Procedure. Any student or employee of the District who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in any district educational program or activity on the basis of sex (including sexual harassment), race, color, religion, national origin, age (employees only); height, weight, marital status, familial status, or handicap shall file a written grievance with the Assistant Superintendent of Employee Services, who is the designated compliance administrator. Individuals are encouraged to discuss their concern informally with the staff member involved before a formal grievance form is filed. The compliance administrator can often help in attempting to resolve the grievance and will, if the individual desires, accompany him or her at all meetings with staff members.

Formal Grievance Procedure.

Step 1. If a grievance is not resolved informally, the individual shall submit a written grievance form to the immediate supervisor or administrator within 10 work days of the incident. The procedure will then be as follows.

- (1) Not later than next work day – administrator or supervisor must send copy of grievance to Assistant Superintendent of Employee Services.
- (2) Within 5 work days of grievance filing date – supervisor or administrator meets with grievant.
- (3) Within 3 work days of meeting – supervisor or administrator gives written answer to grievant on grievance form.

Step 2.

- (4) Within 3 work days of receipt of answer – grievant (if not satisfied) must appeal to the Assistant Superintendent of Employee Services.
- (5) Within 10 work days of receipt of appeal – Assistant Superintendent of Employee Services (or Deputy Superintendent, if appropriate) meets with grievant.
- (6) Within 5 work days of meeting – Assistant Superintendent of Employee Services or Deputy Superintendent gives written answer.

Step 3.

- (7) Within 3 work days of receipt of answer – grievant (if not satisfied) must appeal to the Superintendent.
- (8) Within 10 work days of receipt of appeal – Superintendent meets with grievant.
- (9) Within 5 work days of meeting – Superintendent gives written answer. This decision is final and binding on all parties.

Additional Provisions. The Superintendent and Assistant Superintendent of Employee Services may designate representatives to act for them in their functions as described above.

A grievance not filed or appealed within the specified time limits will be conclusively deemed abandoned. Failure of any administrator or supervisor to hold a meeting or render a decision allows automatic appeal to the next level. Time limits may be extended only by mutual written agreement.

All records concerning a grievance will be treated confidentially. No record of a grievance will be kept in a staff member's personnel file if the final decision is that there was no reasonable basis for the grievance. No record of a grievance will be kept in the grievant's file.

Harassment Policy. It is the policy of the Troy School District to prohibit harassment of our employees based upon sex, race, color, religion, gender, national origin, disability or age. This prohibition applies to employees, as well as outsiders and clients.

It is not the purpose of this policy to intrude upon the personal lives of our employees or to interfere with social relationships. However, harassment has no place in the Troy School District and will not be tolerated. Harassment includes any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual based upon sex, race, color, religion, gender, national origin, disability or age.

The Troy School District has adopted a policy on sexual harassment. The policy reads:

“Sexual harassment of students, employees or other persons involved in District programs or on District premises is strictly prohibited.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature. Such actions are prohibited when:

- Submission to such conduct is made a specific or implied condition of obtaining a benefit;
- Submission to or rejection of such conduct is used as a basis for decisions affecting the individual who submits or rejects such conduct; or
- Such conduct has the purpose or effect of substantially interfering with an individual's education or employment, or of creating an intimidating, hostile or offensive learning or working environment. Examples of such conduct include unwelcome sexual flirtations, advances or propositions, improper sexual comments, verbal abuse of a sexual nature, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, unwanted social invitations, and suggestive or insulting sounds.

All suspected incidents of sexual harassment must be reported to your immediate supervisor or Assistant Superintendent of Employee Services immediately.

Anyone found to have engaged in sexual harassment or retaliation shall be subject to appropriate disciplinary action, up to and including discharge.”

Possession/Concealment of a Weapon or Dangerous Instrument on Troy School District Property. The possession or concealment of any kind of weapon or dangerous instrument, device, materials, knife, gun, metal knuckles, tools, nunchucks, mace, pepper gas, etc., or any other item deemed to be a weapon is strictly prohibited. It is your responsibility to report any knowledge you have about any person possessing or concealing a weapon or dangerous instrument to your supervisor immediately.

Child Neglect or Abuse. As an employee of the District, you are reminded of your obligation, by law and/or by District policy, to report suspected child abuse or neglect to the appropriate authority.

The Michigan Child Protection Law, MCLA 722.621 reads: “a school administrator, school counselor or teacher who has reasonable cause to suspect child abuse or neglect must immediately by telephone or otherwise, make an oral report of suspected child abuse or neglect to the Department of Social Services.”

MCLA 722.623(1) states that “the identity of the reporting person is generally confidential. Any person acting in good faith in making such a report, cooperating in an investigation, or assisting in any other requirements of the Act, is immune from civil or criminal liability.”

The law reads as follows:

ACT NO. 238, PUBLIC ACTS OF 1975

Sec. 3.(1) A physician, coroner, dentist, registered dental hygienist, medical examiner, nurse, a person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, certified social worker, social worker, social work technician, school administrator, school counselor or teacher, law enforcement officer, or regulated child-care provider who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the department. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff of a hospital, agency, or school, the reporting person shall notify the person in charge of the hospital, agency, or school of his or her finding and that the report has been made, and shall make a copy of the written report available to the person in charge. One report from a hospital, agency, or school shall be considered adequate to meet the reporting requirement. A member of the staff of a hospital, agency, or school shall not be dismissed or otherwise penalized for making a report required by this act or for cooperating in an investigation.”

While the Child Protection Law reporting requirements apply to only school administrators, counselors and teachers, it is the District's expectation that any employee, regardless of position, who has reasonable cause to suspect child abuse or neglect will immediately report it to his/her immediate supervisor or other District administrator. This policy is applicable regardless of whether the person suspected of abuse or neglect is another District employee. The District also expects and requires you to report your suspicion immediately to your immediate supervisor. Your failure to do so can compromise the subsequent investigation of any incident to the possible detriment of either the student or the co-employee.

When making a report of child abuse or neglect, you must take the following action.

- You may notify your immediate supervisor or other District administrator prior to making a report to the Department of Social Services. However, if you do not notify your immediate supervisor or other District administrator prior to making your report to the Department of Social Services, you are required to notify your immediate supervisor or other District administrator immediately after making your report to the Department of Social Services.
- You are required by law to file a written report to the Department of Social Services within 72 hours.

Your immediate supervisor or other District administrator is required to:

- Verify that your written report has been made to the Department of Social Services within the 72-hour time limit.
- Notify the Deputy Superintendent as soon as possible.
- Allow access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child.
- Involve the social worker and other appropriate personnel to work on the case.

In order to provide continuity and a standardized approach, the following definitions and procedures have been developed.

Child Abuse Definition. "Child abuse" means harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare, that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment.

Child Neglect Definition. "Child neglect" means harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

- γ Negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

- γ Placing a child at an unreasonable risk to the child’s health or welfare by failure of the parent, legal guardian, or any other person responsible for the child’s health or welfare, to intervene and eliminate that risk when that person is able to do so, and has or should have knowledge of the risk.

Indication of Child Abuse and Neglect. The following are indications suggestive of possible abuse and neglect.

- Facial and bodily cuts, bruises and welts
- Repeated wearing of torn and dirty clothing
- Lack of personal hygiene
- Inadequate or seasonally inappropriate clothing
- A child who always appears to be hungry
- Frequent absences or tardiness
- Lingering coughs, colds and untreated medical problems
- Failure to seek appropriate care and treatment for handicaps
- Statements made by the child
- Statements made by friends and classmates of the child
- Inability to concentrate on school work
- Inappropriate classroom behavior
- Retardation of development for other than organic reasons

Corporal Punishment. It is important to note that, although it appears that corporal punishment meets neither definition of “child neglect,” corporal punishment could equate to “child abuse” when the deliberate infliction of physical pain, by any means, upon the whole or part of a pupil’s body results in harm to the child’s health and welfare. Thus, child abuse reporting requirements may be activated in observed instances of corporal punishment—which is likewise prohibited by state law and Board policy.

Failure to Report Child Abuse or Child Neglect. As with any other obligation you have as an employee, your failure to report child abuse or neglect could carry with it possible disciplinary action and other sanctions under the state law, when applicable.

Drug-Free Workplace. The Troy School District has a drug-free workplace policy that reads:

“The Board of Education and its employees will comply with the Drug-Free Workplace Act of 1988. The Administration shall develop and implement a drug-free awareness program, and at a minimum take whatever actions are necessary and appropriate in order to comply with the Act.

The unlawful manufacture, distribution, possession, sale or use of a controlled or illegal substance, or alcoholic beverage is prohibited on or at all School District buildings and properties, work areas, school-owned or school-approved vehicles, including those used to transport students to or from school or school activities, and at school-sponsored activities, events or functions, such as field trips or athletic events, which occur off school property.

Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment, and/or may be required to satisfactorily participate in a drug assistance or rehabilitation program approved by the District."

Solicitations/Distributions. Board policies protect employees from undue solicitations. Please discuss any needs you have relating to making personal solicitations or distributions with your immediate supervisor. He/she will forward your request to the appropriate central office administrator for review and potential approval.

"Tobacco-Free Schools" Law. The Michigan Penal Code was amended on September 1, 1993, to read: "A person shall not use a tobacco product on school property." This law applies to all school buildings, grounds, and property owned, leased or otherwise controlled by a public-school system. The law bans the use of tobacco products on school grounds, except during weekends, on holidays, and after 6:00 p.m. on school days. This law covers all school property, including vehicles and athletic fields. Violations of the Tobacco-Free Schools law are subject to a \$50 fine for each infraction.

Political Activities. Employees have the right to campaign for and to hold elected public office. However, as a candidate yourself or on behalf of another individual or issue, you may not campaign during school hours, use school district supplies or equipment for political campaigning, or involve students or other school personnel in your campaign during any school day.

Profanity - Standards of Decency. The use of profanity is prohibited in the District. Profanity is not acceptable employee to employee, student to student, visitor to visitor, or any combination thereof. Employees who engage in profanity will be subject to disciplinary action.

Internet/E-Mail Policy

Some administrators receive such a high volume of e-mail that they may not retrieve a particular message for several days. For these reasons, an e-mail message is not to be considered an official notice of any kind to any person in administration. If an employee has a pressing matter which he/she needs to have addressed by the administration, he/she must speak to an administrator personally, or present the matter personally in a letter or memorandum addressed to a specific administrator(s).

Rights. Each user has the conditional right to make use of hardware and software provided by the District as an integral component of the curriculum and for personal and professional growth.

All employees fall under the terms and conditions of the Troy School District's Acceptable Use Policy which is found on the District's Intranet page. Use of the network to access or transmit pornographic, fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate materials or files, or files dangerous to the integrity of the network, is prohibited, and may result in disciplinary action, up to and including discharge. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

Information for Non-Bargaining Unit Employees with Leave and Vacation Banks

Holidays, Vacation Days and Leave Days

Benefit Data Sheet. At the time of hire, you were given a Benefit Data Sheet that lists each fringe benefit and insurance for which you are eligible. The Benefit Data Sheet may be updated and is re-issued annually along with a salary notice for the school year.

Holidays. The paid holidays for which you are entitled are listed on your Benefit Data Sheet. The scheduling of these holidays will be done annually by the Troy School District. If you are a part-time employee who receives paid holidays, you will receive prorated holiday pay, according to your full-time equivalency. For example, if you work half time, you will receive a half-day's pay for each paid holiday listed on your Benefit Data Sheet.

Vacation Days. If you are eligible to receive paid vacation days, it is noted on your Benefit Data Sheet. Vacation increases will be made on July 1st of each year based upon the Employee's calendar year of hire. If you are a part-time employee who receives paid vacation days, you will receive prorated vacation pay, according to your full-time equivalency. For example, if you work half time, you will receive a half-day's pay each time you use a vacation day.

When you wish to use your vacation days, you must submit your request in writing to your immediate supervisor. He/She will approve or deny your request. A maximum of ten (10) vacation days may be carried to the succeeding fiscal year.

Personal Illness and Personal Business Days. If you are eligible to receive paid sick and personal business days, it is noted on your Benefit Data Sheet, along with the number of days you are provided annually. Please note that personal business days can be used to cover absences for illness; however, illness days cannot be used for personal business. These days may be used without loss of pay for the following reasons.

- Personal Illness. An absence of three or more consecutive days will require validation by a licensed physician and submission of Family Medical Leave Act paperwork to the Employee Services Department. Copies of this paperwork can be found on the Employee Service's Intranet page.
- Serious Illness in the Immediate Family. The immediate family includes your spouse, children, your parents/spouse's parents, and your brothers/sisters.
- Death of an Immediate Family Member. The immediate family members include family members in your household, your parents/spouse's parents, children, your brothers/spouse's brothers, your sisters/spouse's sisters, your grandparents/spouse's grandparents, your aunts/spouse's aunts, your uncles/spouse's uncles, your nieces/spouse's nieces, and your nephews/spouse's nephews.
- Personal Business. Personal business days are limited to activities other than activities for pleasure, which cannot be conducted outside the workday. Personal business days shall not be used to extend vacations or District holiday breaks.

Your accumulated leave days are posted on your pay stubs; however, please note that the tracking of days used is generally two weeks behind the date of the check.

Leave Day Reserve. All your unused personal illness and personal leave days shall be added at the end of each fiscal year to your leave day reserve. The maximum allowable number of days you can accumulate is one hundred twenty (120) days. You may use your leave days for the reasons listed above. You may be entitled to cash out your unused leave days when you end your employment with the District providing you have a minimum of five (5) years of service to the District and give at least ten (10) work days prior written notice of your resignation.

Absence from a Paid Workday. When you are absent from a paid workday, you will not be paid unless you have been approved to use a vacation day or your absence is for one of the reasons set forth in the section entitled *Personal Illness and Personal Business Days*.

Religious Holiday Observances. You are allowed to use up to three additional personal business days each year for religious holiday observances that occur during scheduled work days. You will receive pay for these additional personal leave days, if there are sufficient days available to charge against your personal leave day reserve.

Leave Day Adjustment due to Lack of Completing Contract. Leave days are given to employees when they are hired and at the start of each new fiscal year in July. If you leave employment prior to June 30 of any year, you will have your leave day reserve prorated. If you have used all of your leave days for the year and you do not finish working the school year, a prorated wage adjustment will be made in your final paycheck.

Insurance Coverage

Benefit Data Sheet. At the time of hire, you were given a Benefit Data Sheet that lists each fringe benefit and insurance for which you are eligible. The Benefit Data Sheet may be updated and is reissued annually along with a salary notice for the school year.

Health Insurance for eligible District professional positions. Health insurance will be provided as indicated on the Benefit Data Sheet, if you are eligible. The offering of health insurance coverage to certain job classifications is at the sole discretion of the District and as mandated by the federal Affordable Care Act of 2010.

Option En-Lieu Health Insurance. If you are in a job classification that is eligible to receive health insurance and you do not choose to be covered by the health insurance plan, you are entitled to receive a cash "en-lieu" stipend. Your Benefits Data Sheet will indicate the stipend amount for which you may be entitled. The cash "en-lieu" stipend is paid twice a year, normally the second pay in January and the second pay in June.

Dental Insurance. Dental care insurance will be provided as indicated on the Benefit Data Sheet, if you are eligible.

Vision Insurance. Vision care insurance will be provided as indicated on the Benefit Data Sheet, if you are eligible.

Life Insurance. Term life insurance will be provided as indicated on Benefit Data Sheet, if you are eligible.

Long-Term Disability Insurance: Long-term disability insurance will be provided as indicated on Benefit Data Sheet, if you are eligible. Eligible employees will be provided long-term disability income insurance to cover them up to the age of seventy (70) after the first sixty (60) calendar days of any illness or disability. This insurance shall pay two-thirds (2/3) of the employee's regular salary, but will be reduced by any amounts paid or payable under Workers' Compensation, Social Security, or any state-sponsored pension plan. The remuneration under this provision is established under the company's policy and is paid at the daily rate of seven days per week, fifty-two (52) weeks per year (one/three hundred sixty-fifths (1/365th) of the annual salary of the employee). This remuneration may be paid for up to age seventy (70) for both accident and illness pursuant to the terms of the Long Term Disability insurer's policy guidelines.

Troy School District's Insurance Obligation. The Troy School District's only obligation shall be to pay the required premiums for the above-referenced insurances. The nature, amount, extent, commencement, duration, and term of benefits and coverage shall be as provided in the insurance policies and according to the rules and regulations of the insurance carriers. There are no representations in this Handbook express or implied that exceeds the insurance carriers' policy coverage or limits.

Workers' Compensation. If you are injured at work, you will receive coverage as prescribed by the Workers' Disability Compensation law in the State of Michigan. In addition, you may be eligible to receive benefits from the Social Security Administration. This compensation will be supplemented with an amount sufficient to maintain your regular salary for a period not to exceed sixty (60) calendar days, without reduction to your accumulated leave. In all cases it is your responsibility to fill out the necessary forms. You must report all workplace injuries immediately to your supervisor. You can request the use of your accumulated leave to supplement your pay after the first sixty (60) calendar days you are receiving workers' compensation. If you have leave days available and wish to utilize them to receive full pay, you must make this request in writing and submit it to the Assistant Superintendent of Business Services. Leave days and vacation days are not accrued while one is receiving any workers' compensation benefits.

Leaves of Absence

Health Care Leave. A health care leave is used in the event of an extended absence due to an illness (including maternity) or injury and is available to regular full-time and part-time employees. Employees who exhaust their accumulated leave banks and continue to be absent due to illness, will be placed on an unpaid health care leave of absence by the Assistant Superintendent of Employee Services, provided that a licensed physician indicates in writing that the leave is medically necessary and the District accepts the physician's determination. Employees who have Long Term Disability insurance coverage may be additionally eligible for wage loss payment through the LTD insurer.

A health care leave of absence shall be for a period of disability lasting up to one calendar year. In general, if an employee has worked for the District for less than one year, the leave will be granted for a period of time equivalent to the length of the employee's service to the District. A health care leave of absence may not be extended. Health care leave and any leave time available under the Family and Medical Leave Act will run concurrently. After all accumulated leave days are exhausted or after leave provided for by the Family and Medical Leave Act is exhausted, whichever is later, existing insurance may be continued at the employee's expense, pursuant to the federal COBRA law.

Reinstatement to Employment. If an employee is absent due to illness for one calendar year or the length of his/her service, whichever is less, he/she may be returned to his/her position. If the employee's absence due to illness exceeds one calendar year and the employee has not exhausted his/her health care leave of absence, efforts will be made to assign the employee to his/her previous position or one similar to it providing there is such a position available at the time of the request. It is the employee's responsibility to request reinstatement in writing at least thirty (30) calendar days before he/she is able to return. This request must be sent to the Assistant Superintendent of Employee Services and must be accompanied by a release to return to work from the same physician who originally disabled him/her. In the event that there is not the employee's previous position or one similar to it vacant, the employee will be placed on layoff according to the layoff provisions of this Handbook.

Child-Care Leave of Absence. The Troy School District will grant a child-care leave of absence beginning with the conclusion of the mother's disability and extending up to one year from the birth of the child. In general, if an employee has worked for the District for less than one year, the leave will be granted for a period of time equivalent to the length of the employee's service to the District. Child-care leaves are unpaid leaves. Efforts will be made to assign the employee to his/her previous position or one similar to it providing there is such a position available at the time of the request. In the event that there is not the employee's previous position or one similar to it vacant, the employee will be placed on layoff according to the layoff provisions of this Handbook.

Family and Medical Leave. Employees are eligible for a maximum of twelve (12) weeks of leave according to the terms of the federal Family and Medical Leave Act (FMLA). Family and Medical Leave will operate concurrent with other applicable leaves.

Personal Leaves. You may request a personal leave of absence for a period not to exceed one year. In general, if an employee has worked for the District for less than one year, the leave will be granted for a period of time equivalent to the length of the employee's service to the District. If you are interested in receiving a personal leave of absence, you must submit your request in writing and disclose the reason for your request to the Assistant Superintendent of Employee Services. The approval or denial of a personal leave request is at the sole discretion of the District. Efforts will be made to assign you to your previous position or one similar to it providing there is such a position available at the time of your return from leave. There is no guarantee of immediate placement into a position as there must be a vacancy that you are otherwise qualified for to be awarded. In the event that there is not your previous position or one similar to it vacant, you will be placed on layoff according to the layoff provisions of this Handbook.

Severance

Severance Pay. You will receive payment for your unused accumulated leave days (50 percent of the first 60 days of accumulated leave) as provided for on the Benefit Data Sheet. You must accumulate a minimum of five years' service with the Troy School District to be eligible for any severance pay.

Severance pay will not be paid when a ten (10) work day written notice of employment termination has not been given. Severance pay will not be given in cases where illegal conduct or misconduct by the employee is involved. Further, severance pay will not be paid in cases where termination is not voluntary on the employee's part.

Vacation Pay. If you are eligible to receive vacation days and you leave the District, you will receive pay for any unused vacation days accrued so long as you give at least ten (10) workdays prior notice of your resignation. Vacation pay will not be paid in cases where termination is not voluntary on the employee's part.

Conclusion

The policies presented here are for your protection and intended to provide for a healthy and productive workplace. Your participation and cooperation is a major factor in the success of the Troy School District. Thank you for being part of our "OneTroy" Community.



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