

BEAVERTON SCHOOLS

Home of the Beavers!



BEAVERTON SCHOOLS

ADMINISTRATIVE HANDBOOK

2023-2024

Administrative Handbook

Introduction

This Administrative Personnel Guidelines Handbook has been prepared to assist all Administrators/Supervisors in the performance of their duties and responsibilities to Beaverton Schools and the greater educational community, which we serve. Information has been assembled concerning all aspects of the operations currently implemented by the District to ensure continuity of service. Should questions or concerns not covered in this handbook arise please contact the Superintendent. This handbook is intended to serve as a permanent guide and reference; suggestions and comments should be forwarded to the Superintendent.

Equal Employment Opportunity

Beaverton Schools policy and practice prohibits discrimination in hiring, promotion, discharge, compensation, fringe benefits, and other aspects of employment on the basis of race, color, religion, sex, or national origin. Additionally, there will be no age discrimination in any provisions of employment. Title VII of the Civil Rights Act of 1964 & Age Discrimination in Employment Act of 1967.

Further, the Beaverton Schools will objectively evaluate and consider for employment disabled applicants who can perform the essential duties and functions of the position being applied for “with reasonable accommodations” as defined by the Americans with Disabilities Act and the Michigan Handicapper’s Civil Rights Act. Current employees will remain employed by the Beaverton Schools if they can perform the essential functions of the position with reasonable accommodations as defined by the ADA & the MHCRA.

Administrative Personnel Guidelines

I. Orientation

- A. On or before the first day of work, the new administrator will report to the business office. At that time the Administrator’s responsibilities and obligations to the District and the associated pay, vacation, benefits, retirement, safety, and fair employment practices will be reviewed with the new Administrator.
- B. Payroll, insurance, background checks, and any additional informational forms will be completed during this initial visit.
- C. Each new Administrator will receive a copy of the Administrative Handbook as a reference source.

II. Evaluations

- A. All Administrators will be evaluated annually in accordance with the Board Approved Organizational flow chart.
- B. All certified and non-certified department heads (Unit Directors) will evaluate subordinates annually or as provided in the bargaining agreement and provide a signed copy of the evaluation to the Superintendent for inclusion in the individual employee’s files.

III. Administrator Responsibilities

A. Personal Conduct

As an administrative employee of Beaverton Schools, it is your responsibility to discharge all assigned duties conscientiously and to the best of your abilities. In all transactions, you are to conduct yourself in a manner that reflects favorably on the organizational unit as well as the District. Further, it is imperative that you respect the administrative authority of all those directing the work process and to observe the spirit as well as the letter of professional conduct and chain of command.

Neither the Board of Education nor the Superintendent has any desire to interfere or infringe on the personal/private lives of our employees. It does, however, require an employee to be honest, reliable, trustworthy, and of good character in addition to loyalty to the Beaverton Schools. If there is doubt about a specific standard of conduct, then Administrators are directed to consult the Superintendent.

B. Dress

A dress code “per se” is not published regarding appropriate administrative attire. However, all employees must exercise appropriate judgment with regard to personal appearance, dress and grooming to be most effective in the performance of their workplace duties and presenting a professional appearance.

C. Safety

The safety of students and employees must always be our first consideration. At all times and under all conditions the Administrators of the Beaverton school system are expected to maintain vigilance in their approach to safety and security issues. Safety concerns and issues are to be reported to the Superintendent. Beaverton Schools has developed a Crisis Response Plan that should be constantly reviewed. Principals & teachers are to review and become familiar with its contents. It is also important anytime you are absent that you provide the substitute with directions as to where the crisis plan is located and how to use it.

D. Expectations

All Administrators will become familiar with the Bylaws & Policies manual provided for them and use the manual as needed for decision making in specific situations as they arise in the workday environment. Further, it is essential that all Administrators study the bargaining agreement(s) that affect their subordinates in order to provide efficient functioning of the day-to-day operations under his/her direction.

Administrators should expect that the normal eight (8) hour workday and forty (40) hour workweek will frequently be exceeded. Administrators must be willing to accept and adequately handle the rigors that their position may entail while pursuing the completion of his/her professional responsibilities. Under most circumstances the Administrator should arrive before the required time for subordinates and depart after the subordinates required day is completed.

E. Conflicts of Interest

Administrative employment with the Beaverton Schools is a full-time position, which will require an abundance of energy and considerable reflective thought. While outside entrepreneurial engagements are not prohibited, they are discouraged. Should an Administrator elect to involve her/himself in an entrepreneurial activity they must be sure that such activity does not: 1) interfere with the efficient performance of their duties with Beaverton Schools; 2) conflicts with the interests of Beaverton Schools; 3) bring discredit upon or cause criticism of Beaverton Schools.

F. Mandatory reporting

If a teacher or any staff member suspects a student has been the victim of any form of child abuse or neglect, then the incident must immediately be reported Protective Services of Michigan as well as the school administration. We are **legally mandated** along with any employee of the school to report these cases. School employees are immune from any liability from such good faith actions but they can be held responsible for failure to report. Please make sure to notify the counseling office when a case has been reported to DHS.

Centralized intake number #1-855-444-3911

G. Administrative and Board Meetings

Administrators are expected to attend all regularly scheduled administrative meetings and Board Meetings. Under normal circumstances, administrators will not be expected to attend the July Board meetings unless requested to attend by the Superintendent. If Administrators are expected to attend a special Board or Administrative Meeting, they will be notified of the need to attend a particular meeting.

H. Discipline

This handbook sets clear expectations for our administrative employees. This is a road map for performance and gives clear guidance for job performance. Failure to meet the expectations as set forth in this handbook may result in disciplinary action. An employee, who repeatedly violates the workplace expectations, whether of the same or different nature, and who, despite repeated warnings, fails to correct their behavior to conform to reasonable conduct or work standards may be subject to progressive and cumulative disciplinary action. Progressive discipline is based on the principle that employees have been informed of the performance and behavior expected of them. As offenses occur appropriate discipline will be administered in a progressive manner. Discipline actions shall be appropriate to the circumstances of the offense. These standards do not preclude the imposition of more or less severe disciplinary actions depending upon all circumstances surrounding a particular incident.

All forms of disciplinary action will be done in a memorandum form. Discipline may include oral or written reprimand, a recommendation for suspension without pay, or a recommendation for the termination of your employment.

IV. Payroll/Compensation

A. Salary

The Board of Education will determine all Administrators' salaries annually.

B. Payroll Period

Payroll is biweekly and distributed on a Thursday. Direct Deposit of payroll checks is required for all employees. If account information is not provided to the payroll department, a pay card will be issued.

C. Deductions

All applicable State and Federal withholding taxes will be deducted in accordance with the appropriate statutes and the exceptions claimed on the employee's W-4 form. Social Security and State retirement taxes will be withheld and applied to the individual's account as per current statutes and IRS rulings.

Certain other deductions for annuities and private plans may also be possible through the payroll department; please advise the payroll/benefits office of your requests and ask for determination of their acceptance in our system.

V. Personnel Records

A personal file is developed for every employee and kept in the personnel files at the District office. All pertinent information generated in conjunction with your employment and work history will be maintained in our confidential files and treated as such. However, every employee should be aware of the State FOIA statutes which may require release of information to outside parties. When such requests are received, the individual employee will be notified before the information is released.

VI. Fringe & Benefits

Each Administrator is advised to consult their individual contract for specifics and nothing herein contained should be construed to alter, change, or supersede the written contract.

A. Vacation

Administrators & central office staff should consult their individual contract. The length of vacation time is directly related to the number of work days assigned per contract year. Vacation time may be used in hourly increments. As of June 30th of the current contracted year, the administrators and central office staff will be paid 50% of their daily rate up to a maximum of five (5) days for unused vacation days. Remaining vacation time above and beyond the five-day payout may be used prior to August 1, unless there is a stipulation in an individual contract.

B. Holidays

Currently the following days are recognized by the Board of Education as "paid holidays" for Administrators. Independence Day & day after -- Labor Day (& Friday before as long as State/Schools are closed) -- Opening Day Deer Season (if a weekday) November 15 -- Thanksgiving Day & the day after -- Christmas Eve & Christmas Day & day after -- New Years Eve & New Years Day -- Good Friday -- Memorial Day.

Additionally, certified (building level) administrators will not be required to be present during the period covered by Winter Break and Spring Break. These days do not count toward the certified administrators 230 days.

C. Injuries/Worker's Compensation

If an employee is injured in the course of his/her work for the District, notification of said injury must be made immediately to the payroll/benefits office. This initial notice must be followed by the completion of the necessary forms as soon as reasonably possible. If the employee is unable to work due to the injury, they may be eligible for Worker's Compensation benefits.

D. Medical Insurance

The Board of Education will provide a medical insurance program for all Administrators. Administrators will be entitled to full-family coverage, per carrier eligibility, for dependents.

Full-time Administrative employees of Beaverton Schools who provide satisfactory evidence of medical coverage may decline the medical insurance and receive:

- Single Member - \$300 per month (\$3600 annually) cash in lieu of health insurance through the District's Section 125 Plan.
- Two-person - \$400 per month (\$4800 annually) cash in lieu of health insurance through the District's Section 125 Plan.
- Full Family - \$500 per month (\$6000 annually) cash in lieu of health insurance through the District's Section 125 Plan.

E. Dental Insurance

The Board of Education will provide a dental insurance program for Administrators. Administrators will be entitled to full-family coverage, per carrier eligibility, for dependents.

F. Vision Insurance

The Board of Education will provide a vision insurance program for Administrators. Administrators will be entitled to full-family coverage, per carrier eligibility, for dependents.

G. Benefits

All benefits to which Administrators are entitled through THEIR contract are based on the full-time active performance of his/her duties and responsibilities. Should an Administrator be unable to satisfactorily perform his/her professional duties, the benefits will be reduced or terminated pursuant to FMLA or other related statutes and or Board Policy.

VII. Leaves of Absence

A. Sick Leave

Administrators are credited with twelve (12) sick days at the start of the fiscal year. Should an Administrator be hired or begin work after the start of the fiscal year, the sick days credited will be prorated accordingly. Sick leave remaining at the conclusion of the fiscal year will be accumulated to a maximum of 140 days. Sick leave may be used for personal or immediate family (spouse, children, parents, parent-in-laws or person living in your home) illnesses. All emergency (non-planned) absences are to be reported via telephone immediately to the Superintendent and an appropriate member of the Administrator's unit to ensure efficient operations. An online absence report is to be entered daily for each absence. Absences of three or more consecutive days will require a physician's notice or prior specific arrangements with the Superintendent. Sick leave may be used in hourly increments.

B. Personal Leave

Administrators will be provided with three (3) personal days per fiscal year for use in personal business requiring their absence from work. Request for personal leave is to be presented at least two (2) days before the intended absence, except in emergencies. Unused personal leave days will be credited to the individual's sick leave. Personal leave may be used in hourly increments.

C. Maternity Leave

An Administrator may be granted a maternity leave of absence. The request shall be in writing and appropriate FMLA forms and procedures will be used in accordance with the statutes and Board of Education written procedures.

D. Unpaid Leave & FMLA

Family Medical Leave Act protects the employee's position under a variety of circumstances and their ability to continue insurance coverage through COBRA when the regular coverage has been exhausted. FMLA leaves may include both paid and unpaid leave—in that accumulated sick leave shall be used simultaneously with the twelve weeks of FMLA coverage. Requests for Unpaid Leave for special circumstances will be entertained by the Board after written proposals for such leave have been received. All such requests will be evaluated in light of the District's ability to efficiently operate and the availability of individuals to be reassigned or acquisition of acceptable temporary assistance. Such leave may be requested in increments of less than thirty (30) days, three or six-month duration not to exceed one year.

E. Bereavement Leave

Bereavement absence may be taken in the case of death to an immediate family member(s).

- Up to five (5) consecutive workdays shall be granted after notification for the death of any one of the following: Spouse, Mother, Father, Son and/or Daughter.
- Up to three (3) consecutive workdays shall be granted after notification for the death of any one of the following: Brother and/or sister.
- Up to two (2) consecutive workdays shall be granted after notification for the death of any one of the following: Mother-in-Law, Father-in-Law, Daughter-in-Law, Son-in-Law, grandchildren, grandparents, brother-in-law, sister-in-law, aunt and/or uncle.

- If there is a need for more than five (5), three (3) days, or two (2) days of bereavement leave as addressed above is requested, additional days may be granted by the superintendent or his/her designee, but such additional days shall be charged against sick leave.
- In recognition of blended families, the Board recognizes the family of the employee's spouse the same as the administrators.

F. Jury Duty

Jury duty is considered both a civic and professional obligation. When an employee is called for jury duty, they should immediately notify the Superintendent. If called to serve, the employee will continue to receive his/her regular salary and remit the daily juror pay to the District.

G. Will-sub

All leaves or absences from work, including being out of District on School Business, must be reported through an online absence report and approved by the immediate supervisor prior to the absence, except in emergency situations.

VIII. Retirements & Resignations

Beaverton Schools is a participating member of the Michigan Public School Employee's Retirement System and as such contributes to that fund as required by statute. Information on retirement benefits can be obtained through the payroll/benefits office or by directly contacting the State retirement system.

When an Administrator resigns/retires from his/her position with Beaverton Schools, it is requested that at least a thirty (30) day notice in writing be given to the Superintendent.

A. Accumulated Sick Time

Current Administrators and central office staff with 20 years or more of service in the district as of June 30, 2013 would be paid 50% of their per diem rate up to a maximum of 140 days upon retirement from the district.

Current Administrators and central office staff with less than 20 years of service to the district as of June 30, 2013 but with 10 or more years of service will be paid 50% of the substitute teacher daily rate per day up to a maximum of 140 days upon termination of employment with the district. (Current employees with less than 10 years of service will qualify once ten (10) years of service is reached.)

Any Administrators or central office staff that is hired after June 30, 2013 who has a minimum of 10 years of service to the district will be paid 50% of the substitute teacher daily rate per day up to a maximum of 140 days upon termination of employment with district.

IX. Miscellaneous

A. Business/Central Office

The functions/offices housed in the District's Central Office are officially open from 8:00 AM until 4:00 PM Monday through Friday from mid-August until mid-June. During summer vacation, hours may be altered to 7:30 AM until 4:00 PM., Monday through Thursday and closed on Fridays. During school vacations, hours may be altered to 8:00 AM until 3:30 PM.

B. Telephone Use

Telephone service is provided for all administrative offices and employees are encouraged to use the telephone and related e-mail to enhance communication with all constituents. Personal telephone calls should be kept to a minimum. All certified Administrators are entitled to a \$20/month stipend for use of a personal cell phone to be used for district business.

C. Smoke & Weapons Free Zone

All Beaverton Schools buildings and surrounding property are designated as smoke and weapons free zones.

D. Weather Delays & Cancellations

IN THE EVENT OF INCLEMENT WEATHER, the Superintendent will begin the District All Call System, media notification, and online substitute cancellation. Administrators are expected to report to work within 2 hours of their

regularly scheduled start time (i.e. – 2-hour delay). At no time should this expectation be construed as requiring Administrators to place their safety in undue jeopardy through attempting to arrive at work. Personal or Vacation time must be taken if the Administrator feels that it is too dangerous to travel. Additional time must be reported through an online absence report. Under severe weather conditions, the Superintendent may advise Administrators not to report to work.

E. Mileage Allowance

Required driving in the performance of the Administrator's official duties such as, RESD or other conference attendance, pick-up or delivery of supplies, from a distributor to the work site, or emergency transportation of personnel/students of an official nature will be reimbursed per **IRS rates**.

Travel between or among the several buildings comprising the Beaverton Schools complex in completion of an Administrator's official duties is not covered by the mileage reimbursement.

F. Conference Attendance

Attendance at certain meetings and/or conferences is part of an Administrator's professional responsibility. Approval of an application to attend conferences must be received from the Superintendent before the conference. Administrators will be provided with a budgetary allotment for conference attendance; the amount in any fiscal year will be dependent upon total budget constraints.

All out-of-state travel requests must be approved by the Superintendent who will forward those requests that are approved to the Board of Education for final approval.

G. PURCHASE CARDS

By participating in the School District Purchasing Card Program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the Purchasing Card Program. Certified administrators will be issued a purchase card for district purposes only. Each cardholder must sign a cardholder agreement.

Title IX & District Compliance Officers

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