

Shepherd Public Schools

Secretary and Technology Specialist Handbook

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FOREWORD

This handbook has been prepared to assist secretaries in their service to Shepherd Public Schools and the people it serves. If a question arises which is not covered in this handbook, the employee should contact the Superintendent. This handbook is not a contract and should not be construed as a guarantee of employment.

Employees are advised that the district determines staffing levels and schedules all of which may change from time to time due to financial reasons, programmatic changes or for other business reasons. As a consequence of these transactions, it may be necessary by way of example to layoff personnel, reduce employee schedules, transfer employees and if implemented, wages and other benefits will be adjusted accordingly.

The positions covered by the handbook include the Secretary/Technology Specialist positions in Appendix A (excluding those scheduled for less than 30 hours per week and 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.

SECRETARY/TECHNOLOGY SPECIALIST HANDBOOK

I. Orientation

A. *At the Beginning of Employment*

Responsibilities and obligations to the school district, pay, payroll procedures, benefits (insurance, forms, etc.), and retirement, will be reviewed with the employee. The employee will report to their supervisor for a specific explanation of the job and the relationship to the office and co-workers.

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

B. *Probation and Evaluations*

An employee shall be considered a probationary employee for the first ninety (90) work 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.

Progress will be continually assessed after normal probationary evaluation; the immediate supervisor will evaluate an employee once every year.

C. *Office Hours*

An eight (8) hour day, forty (40) hour week is the regular workweek for most school departments/offices for those designated as full-time employees. In buildings with two secretaries, normal hours are from 7:30 a.m. to 4:00 p.m. This schedule and the number of work weeks may vary for individual offices or departments and will be established by the employee's immediate supervisor and central office.

D. *Punctuality and Attendance*

Punctuality and regular attendance are expected of everyone and are important for satisfactory performance. If an employee 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 employee will be considered to have abandoned their job.

E. Rest Periods/Lunch Time

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. Lunch time, 30 minutes, cannot be counted as work time. Rest period/lunch time 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. Supervisors will set the time of lunch for their employees.

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 positively 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 Guidelines and recommendations, directives, and statutes.

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

B. Dress

A "dress code" or "dress regulation" is not published regarding appropriate office attire and grooming. 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 from the Superintendent.

III. Compensation Information

A. Credit for Experience

An employee being hired, with past experience, may be given one step on the index for each successive year of relevant experience, up to six (6) years. Experience shall be based on comparable past performance and the granting of experience credit is discretionary.

B. Rates of Pay

Step advancements will only be issued on July 1 each year providing 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**.

C. Payroll Period

Payroll checks are deposited directly into the employee's bank account every other Friday.

D. Overtime

The regularly scheduled work week (Monday through Sunday) for full-time employees shall consist of forty (40) hours. 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 employee 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 Director of Business and Finance.

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 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.

F. Lost Time

Paid leave allowances are normally adequate to ensure full paychecks throughout the year, however, where appropriate, paychecks will be reduced. If unpaid leave time is taken the employee will be responsible for the cost of insurance benefits after three (3) unpaid days in any fiscal year. Days taken off without pay during Spring Break do not count towards deduct days allowed for the year.

IV. Personnel Records

A personnel record folder will be developed for each employee and filed in Central Office. All records that are generated in connection with employment at Shepherd Public Schools (with the exception of medical information) 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.

V. Benefits

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

A. *Holidays*

Approved paid holidays are the Friday of Spring Break (can be taken off without pay and will not count towards deduct time) or Holy Thursday (depending on calendar), Good Friday (unless the responsibilities of your position require you to work, in which you will receive holiday pay plus rate for hours worked), Maple Syrup Day (Friday), Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving Day, Christmas break as identified in the teacher master agreement calendar.

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.

If it is necessary for an employee to work during Christmas break, the employee will be paid straight-time compensation for the time worked in addition to the holiday compensation.

B. *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.

An employee, who is absent due to an injury or disability compensable under the Worker's Compensation statute, will have a prorated share of a sick leave day deducted to provide for continuation of regular pay. Adjustments in sick leave deductions will be made retroactively by Central Office for worker's compensation payments made retroactive by statute. Once the employee's sick leave has expired, the employee will only receive the days provided under the statute.

C. *Hospital/Medical Insurance*

An Employee's spouse will not be eligible to enroll 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 relation 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.

Each employee that is eligible for health insurance but not taking health insurance will be provided \$300.00 per month cash in lieu of health insurance. This amount will be reduced for secretaries that are regularly scheduled to work less than eight hours per day.

D. *Dental Insurance*

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

E. *Vision Insurance*

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

F. *Life Insurance*

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

G. Long-Term Disability Insurance

The Board will provide long-term disability insurance coverage for employees. The policy coverage includes 66 2/3% of the employee's wages subject to a maximum monthly benefit of \$6,000. The benefits begin upon expiration of 90 calendar days of disability accumulated in any twelve (12) consecutive months.

H. Other Insurance Provisions

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

Employee must be regularly scheduled to work at least thirty (30) hours per week to participate in insurance plans and/or receive cash in lieu of health insurance.

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

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

B. Telephone

Use of the telephone is an excellent way to further good public relations. Employees should be brief, direct and courteous at all times. In making or receiving telephone calls, an employee 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.

C. Smoking

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

VII. Leave Time

Sick leave, personal leave, and vacation leave are credited in advance on July 1 each school fiscal year in anticipation of the employee completing the entire work year. Partial years of service as a result of a mid-year hire or termination, or other reasons will result in a proration of the annually awarded vacation, sick, and personal leave days. Any unearned leave time that has been used will be deducted from any remaining paycheck(s). Any remaining amounts due to the lack of adequate funds through payroll, will be due to the business office within seven (7) business days. Scheduling of leave days of all types is subject to supervisory approval.

For purposes of this section, the term "day" shall be defined as the number of hours the employee is regularly scheduled to work per day.

Time cards are to be used to track leave time/absences. The employee is responsible for entering all leave time on their bi-weekly time card.

A. *Vacation*

Employees working less than twelve months per year do not earn vacation.

If an employee was hired on or before December 31 of the fiscal year, vacation is earned at a rate of five (5) days per year during the first fiscal year worked and prorated for the number of months worked during that first year. Beginning in the second 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 eleventh year of employment, one additional vacation day will be earned each year up to a maximum of twenty (20) days per year.

If an employee was hired on or after January 1 of the fiscal year, vacation is earned at a rate of five (5) 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 seventh year of employment, vacation is earned at a rate of fifteen (15) days per year. Beginning in the twelfth year of employment, one additional vacation day will be earned each year up to a maximum of twenty (20) days per year.

Vacation must be taken by July 31st following the year in which it is earned.

After July 31st, a maximum of five (5) days of vacation may be carried over to the next fiscal year. Any vacation days in excess of five (5) will be added to the employee's sick leave accumulation.

When an employee resigns or retires from Shepherd Public Schools all accumulated vacation leave, after any mid-year prorations, will be paid at the employee's final hourly rate.

B. *Sick Leave*

Ten-month and twelve-month employees will be credited with ten (10) or twelve (12) sick leave days, respectively, at the beginning of each fiscal year. Sick leave remaining at the end of the fiscal year shall be accumulated to a maximum of no more than one hundred and ten (110) days. Any employee who fails to complete the 10-month or 12-month assignment shall lose cumulative sick days at a rate of one (1) day per month for those months not worked.

Sick leave and personal leave are credited in advance on July 1 each school fiscal year in anticipation of the employee completing the entire work year. Partial years of service as a result of a mid-year hire or termination, or other reasons will result in a proration of the annually awarded sick, and personal leave days. Any unearned leave time that has been used will be deducted from any remaining paycheck(s). Any remaining amounts due to the lack of adequate funds through payroll, will be due to the business office within seven (7) business days. Scheduling of leave days of all types is subject to supervisory approval.

With the exception of the first 40 hours of paid time off subject to the Paid Medical Leave Act (PMLA), see **APPENDIX B**, sick leave may be used for personal or immediate family illness or disability including medical or dental appointments. Immediate family is defined as spouse, child, parent, grandchild, grandparent, or a member of the secretary's household. For all absences, the employee is required to notify their immediate supervisor upon first knowledge of

the necessity to be absent.

Up to 30 accumulated paid leave days per year will be granted subject to arrangement with the central office designee for a “serious health care condition” in the “immediate family”. For the purpose of this article, immediate family is defined as spouse, child, parent, grandchild, grandparent, or a member of the employee’s household. For all absences, the employee is required to notify the Superintendent upon first knowledge of the necessity to be absent.

For days not regulated by section 1 above, up to 15 paid leave days per year will be granted subject to arrangements with the principal for the employee to care for a dependent child (as determined by the internal revenue service) or spouse who is ill or disabled.

An employee who is becoming a parent by birth or who is adopting a child under the age of eighteen (18), or under the age of twenty-six (26) if the child is mentally or physically challenged, may elect a short-term (up to sixty (60) days of accumulated paid leave days) maternity/paternity leave. The employee shall provide at least a two (2) week notice if possible prior to the anticipated beginning of the leave.

Medical verification (including when applicable the submission of the district's family and medical leave act request form) may be required.

Affording the use of additional accumulated days of paid time beyond the above limits, is reserved to the superintendent in extreme circumstances. The granting of added time off to an employee is made on a case-by-case basis and as such, the granting of paid time off will not be precedent setting. The denial of days under this subsection is not subject to the grievance procedure.

Sick leave may be used for personal or family illness or disability including medical or dental appointments. For the purpose of sick leave, immediate family is defined as spouse, child, parent, grandchild, grandparent, or a member of the employee’s household. For all absences, the employee is required to notify their immediate supervisor upon first knowledge of the necessity to be absent. The employee may return to work with a negative Covid test and fever free for at least 24 hours. Supervisor has the authority to send the employee home if deemed too sick or contagious.

Unused Sick Leave

Sick leave may accumulate to a maximum of 110 days. Any days in excess of 110 remaining at the end of the fiscal year will be paid off at the current substitute teacher daily rate.

Employees hired after July 1, 2021 will not be paid for unused sick days in excess of 110 remaining at the end of the fiscal year.

C. Personal Leave

12 month employees will be allowed three (3) personal days per year. 10 month employees will be allowed four (4) personal days per year. 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.

When an employee resigns or retires from Shepherd Public Schools all accumulated personal leave, after any mid-year prorations, will be paid at the employee’s final hourly rate.

D. Family Medical Leave Act

Information regarding possible benefits for eligible employees under the Family Medical Leave Act (FMLA) is available in district policies and administrative guidelines, available for review at [policy 4430.01](#). Employees are required to use all accrued paid sick, personal, and vacation leave to substitute for the family leave described in this policy. Paid leave and unpaid leave run concurrently with family medical leave.

E. Unpaid Leave (Other than Family Medical Leave Act)

In addition to mandatory leaves afforded by the Family Medical and Leave Act for eligible employees, leaves of absence without pay for up to one year and without further extension, may be granted for the following reasons:

1. The leave is related to the employee's illness or disability including Worker's Compensation after the employee has used all available paid time off
2. The leave is related to the illness or disability of the employee's spouse, parent, or child who is an IRS dependent of the employee and the employee does not have other caregiver options available.

Due to the prorating of paid leave time for employees absent due to Worker's Compensation, the amount of unpaid leave time will be less than twelve (12) months. The amount of unpaid leave time available will be calculated by subtracting from the twelve (12) months, two times the number of days of accumulated paid leave time available to the employee at the onset of the absence.

Employees must submit a request in writing to the Superintendent's Office with a copy of a physician's statement indicating the nature of the illness or disability and projected return date. Additional physician's statements may be required during the term of the leave. For extended leaves of more than thirty (30) days, the employee must supply a written notice to the Superintendent of their intent to return to work.

Unpaid leave of any type will not be allowed until all available sick leave days, personal leave days and earned vacation time has been used.

F. 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, brother or sister-in-law, or a member of the employee'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.

G. 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. Vacancies and Transfers

A. Vacancies

Jobs that become open/vacant throughout the school year will be posted by Central Office for at least five (5) working days prior to the time they are filled. Interested employees should notify the appropriate administrator of interest in such posted job. 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 transfer of an employee from another school/building/department 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.

IX. Separation from the District

When an employee resigns from Shepherd Public Schools, it is requested that at least two weeks notice be given to the supervisor. Accumulated sick days will NOT be paid out.

X. Retirement

An employee who has ten (10) years of seniority, hired prior to July 1, 2011 and who otherwise meets all eligibility requirements for retirement under the Michigan Public School Employees Retirement System shall be paid in full for all of their unused accumulated sick leave days up to a maximum of fifty-five (55) days, and for one-half (1/2) of their normal day's pay for all days accumulated over fifty-five (55) days upon the employee's retirement. Employees who meet the above noted requirements hired on or after July 1, 2011 will receive \$40 per unused accumulated sick leave day up to a maximum of sixty (60) days upon the employee's retirement. This payment will be made in the form of a contribution to a Section 403(b) retirement plan designated by the employee from the district's list of approved investment companies.

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

XI. Miscellaneous

A. Severe Weather

- If there is a delay, you will report to work at the delayed time. So if you normally report to work at 6:30 am and we have a 2 hour delay, you would report at 8:30 am.
- If school is canceled due to inclement weather, you should report to work by 9:30 am without having to use any PTO time to account for the missed hours from your normal start time.
 - You have the option of taking this day off without pay or with pay by using your sick, personal or vacation time (if you receive vacation time as part of your handbook.)
 - You can choose to come in later than 9:30 am and use time to offset the additional missed hours or you can take it as deduct time.

- You may choose to take this day off without pay, a deduct day, and it will not count towards the 3 allowed deduct days per the contract.
- If CMU closes their campus due to inclement weather, Shepherd Public Schools will also be closed. No one is required to report to work. Your supervisor will let you know if CMU is closed.

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. Discipline or Discharge

Discipline including discharge determinations shall be made by the Superintendent unless otherwise restricted by law. The Superintendent will assure that the employee is notified when an incident which may result in discipline or discharge has occurred. The Superintendent will assure the issues given rise to the consideration of discipline and discharge are given to the employee in writing and are investigated before making any determination and will minimally include a chance for the employee to respond and provide any related information.

D. Complaint Procedure

Any employee with a complaint about the application or interpretation of any provision of the handbook, may submit a written request to the Superintendent for a review. The request must be submitted within ten (10) business days (days on which the central office is open) after the occurrence giving rise to the complaint, or ten (10) days following the date on which the employee reasonably should have known of the facts giving rise to the complaint. The Superintendent will schedule one or more meetings as determined necessary to review the complaint with the employee. The Superintendent will answer the complaint in writing within five (5) business days of the close of the meeting(s) with the employee. The answer of the Superintendent is final and is not subject to further review.

E. Longevity

Longevity pay will be based upon years of service in a secretary or technology specialist position to Shepherd Public Schools. After an employee has accumulated the required years of service in a secretary or technology specialist position, the corresponding lump sum payment will be made in January:

Beginning at year 7	\$200.00
Beginning at year 12	\$400.00
Beginning at year 16	\$600.00

Start date must be before December 31st for credit to be given for that year. Time on unpaid leaves, layoff or prior service if rehired shall not be counted.

Employees hired after July 1, 2021 will not be eligible for longevity payments.

F. Board Policies and District Compliance Officers

Further clarification and detail on any of the following policies and others 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

2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities

3310 – Freedom of Speech in Non Instructional Settings

3362, 4362, 5517 - Anti-Harassment

5516 - Student Hazing

5517.01 – Bullying and Other Aggressive Behavior Towards Students

5630 – Corporal Punishment

5630.01 – Student Seclusion and Restraint

7440.01 - Video Surveillance and Electronic Monitoring

1422.01, 3122.01, 4122.01 – Drug-Free Workplace

7217 – Weapons

7540.04 – Staff Technology Acceptable Use and Safety

Title IX District Compliance Officers – Compliance Officers are available to investigate any harassment or discrimination violation. All staff must report sex discrimination, including sexual harassment, in person and by mail, telephone, email, or any other means, at any time to one of the following Title IX coordinators.

Carl Seiter, Superintendent, P.O. Box 219, Shepherd, MI 48883
989-828-5520 carl.seiter@shepherdschools.net

Kelli Ingram, Payroll/Benefits Specialist, P.O. Box 219, Shepherd, MI 48883
989-828-5520 kingram@shepherdschools.net

APPENDIX A

WAGE SCHEDULE (2023-2024)

Steps	1	2	3	4	5	6
S-1	14.20	14.82	15.54	16.29	17.00	17.66
Senior Secretary	n/a	n/a	n/a	n/a	n/a	18.94
Technology Specialist	21.84	22.67	23.54	24.44	25.38	26.36
Technology Aide	13.00	13.50	14.00	14.50	15.00	15.50

WAGE SCHEDULE (2024-2025)

Steps	1	2	3	4	5	6
S-1	14.62	15.26	16.00	16.77	17.51	18.19
Senior Secretary	n/a	n/a	n/a	n/a	n/a	19.51
Technology Specialist	22.50	23.35	24.24	25.17	26.14	27.15
Technology Aide	13.39	13.91	14.42	14.94	15.45	15.97

APPENDIX B

Public Act 369 of 2018 requires that certain employees be provided each "benefit year" (July 1 to June 30) with paid medical leave for certain defined conditions including personal or family health needs, as well as purposes related to domestic violence and sexual assault that may not be afforded under the sick leave provisions of this handbook.

"Eligible employees" means a non-probationary (maximum of 90 days while in probationary status) employee engaged in service to an employer in the business of the employer and from whom an employer is required to withhold for federal income tax purposes certain exceptions and whom is not exempt from the payment of overtime under the Fair Labor Standards Act (generally means those employees paid on any hourly basis). Excluded are salaried employees who are exempt from the payment of overtime under the Fair Labor Standards Act (salaried personnel) and those employees employed by an employer for 25 weeks or fewer in a calendar year for a job scheduled for 25 weeks or fewer and an individual who worked, on average, fewer than 25 hours per week during the immediately preceding calendar year.

The district at present affords more paid time off each year (paid sick leave; personal; and in where applicable paid vacation time for certain classifications of hourly employees) than the Act requires, however, the restrictions on use of paid time off in the handbook in some instances does not meet the new standards required under the Act. The district also currently affords for the carry-over of unused hours that is not required by the Act. This addendum is intended to supersede any conflicting obligations under the handbook but only to the extent the law requires as such during a benefit year.

The Act only regulates the first 40 hours of paid time off required under the Act. The district credits at least 40 hours of paid time off at the start of the employees work year which is in compliance with the Act and also affords the ability to accumulate paid time off from year to year which exceeds the requirements of the Act. As such and by way of example, an employee who has used 40 hours paid time off in a benefit year for the employees own personal illness would not be afforded the ability to use any additional paid time off where the handbook restricts usage for that purpose even though the Act would have afforded that ability had the employee not used the aforementioned 40 hours.

Under the Act, the district will afford eligible employees the ability to use credited paid medical leave for the following reasons for the first 40 hours of paid time off each benefit year. Following the usage of the first 40 hours in a benefit year, the restrictions in the handbook will apply in all instances.

- a. The eligible employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.
- b. The eligible employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the eligible employee.
- c. If the eligible employee or the eligible employee's family member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

- d. For closure of the eligible employee's primary workplace by order of a public official due to a public health emergency; for an eligible employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible employee's or eligible employee's family member's presence in the community would jeopardize the health of others because of the eligible employee's or family member's exposure to a communicable disease, whether or not the eligible employee or family member has actually contracted the communicable disease.

Under the Act, a family member includes all of the following:

- a. A biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis.
- b. A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child.
- c. An individual to whom the eligible employee is legally married under the laws of any state.
- d. A grandparent.
- e. A grandchild.
- f. A biological, foster, or adopted sibling.

An eligible employee wanting to use time under the Act must comply with the district's usual and customary procedures for requesting time off and any documentation required to make a determination on the request.

Paid time off will be charged at the same rate as leaves not regulated by the Act (in $\frac{1}{4}$ hour increments). The district has posted information relating to the Act in prominent places for eligible employees to use as a resource and may contact the central office or Michigan Department of Licensing and Regulatory Affairs with any questions. A copy of Public Act 369 of 2018 can be obtained on the State of Michigan Legislature's website.