

**Paraprofessionals
Food Service
Custodial Grounds and Maintenance
Support Staff Guidance Document**

Hours and Work Week

Lunch periods for all employees working a full eight (8) hours shift shall be established by the immediate supervisor in accordance with the organized pattern best suited to the building and/or department. Each employee will have a lunch period scheduled close to the middle of the work shift. The lunch period shall be of thirty (30) minutes and shall not be considered for purposes of pay.

Breaks

Employees are to have two (2) fifteen (15) minute breaks each day. One (1) break must be scheduled before lunch and one (1) after lunch. Employees working four (4) hours or less shall have one (1) fifteen (15) minute break.

Paycheck Distribution

Unless an employee has made other arrangements, paychecks via direct deposit will be distributed on Fridays. Employees who work the afternoon shift shall receive their paycheck during working hours on Thursdays whenever possible.

Sick Leave

Each employee will earn sick leave at the rate of one (1) day per month worked, with a maximum accumulation of one hundred (100) days (i.e., a twelve (12) month employee earns twelve (12) sick days, a ten [10] month employee earns ten (10) sick days).

One (1) day is equal to the employee's regularly scheduled work day (i.e., a four [4] hour work day equals four [4] hours sick leave per month). Overtime and other additional hours will not impact sick leave accumulations.

Sick leave can be used in half (1/2) day increments.

Sick leave shall be granted for medical, dental or optical appointments which cannot be scheduled outside the regular work day, or for personal sickness or injury which does not meet the requirements of the Family and Medical Leave Act.

Staff giving written notice to the Superintendent by December 1 of their intention to retire or resign at the end of the current school year shall be compensated \$50 each day for up to 30 unused sick days from the individual's sick bank. Staff must have at least 5 years of service with the Harbor Beach Community School District.

Attendance Bonus Program Committee

An employee who has accumulated the maximum one hundred (100) days in their individual sick leave bank shall be compensated at a rate of twenty-five (\$25.00) per day for any days granted in that current year, but not used. The maximum allowable payment will be three hundred (\$300.00) dollars. Payment will be made no later than June 30th of any given year.

Funeral Leave

If death occurs among members of an employee's immediate family, the employee will be excused from work to attend the funeral and make other necessary arrangements without loss of pay for not more than a total of five (5) days. In the case of death of the employee's grandparent or spouse's grandparent, the employee will be excused from work without loss of pay for two (2) days to attend the funeral.

The definition of an employee's immediate family is: fathers, mothers, spouse, sisters, brothers, individual's children, father-in-law, mother-in-law, and persons who stand instead of immediate family.

In the case of the death of a member of the employee's family not covered, the employee will be excused from work without loss of pay for one (1) day to attend the funeral.

Personal Business Leave

Two (2) days will be allowed for the purpose of conducting business which is impossible to transact during non-working hours. It will not involve other business interests, nor will it be used for shopping, recreation, etc. Employees desiring to use such leave shall submit their request on the application form (provided by the Board) at least two (2) working days in advance of the anticipated absence, except in cases of emergency. In such cases, the employee will apply as soon as possible. This form must be filed with the building or immediate supervisor. Leave shall not be granted for the first (1st) or last day of the school year, nor the first (1st) working days preceding or following a vacation period or holidays.

A sick day may be used as an additional business day when warranted in the opinion of the Superintendent. Unused business days will be added to accumulated sick days.

Holidays

Employees will be granted the following days with pay:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
President's Day*	Friday following Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
July Fourth	Day after Christmas

*For all school-term employees who do not work summers.

Employees required to work on any of the above-named holidays shall receive double-time (2X) for all hours worked.

If an employee is on vacation on any of the above-named holidays he shall be entitled to an additional day off with pay for the holiday or he shall receive pay for the holiday. An employee on sick leave on any of the above-named holidays shall not have that day deducted from his accumulated sick leave.

In order to be eligible for holiday pay, the employee must have worked the last scheduled work day prior to the holiday and the next scheduled work day after such holiday. Employees off sick on the holiday or the day before or after the holiday may be required to submit medical proof of illness to receive holiday pay.

Vacations

All full-time, twelve (12) month employees will be eligible for vacation leave as described below. No other Bargaining Unit employees are eligible for vacation leave.

Each employee is granted two (2) weeks' vacation per year. One (1) additional vacation day (eight (8) hours = one (1) day) may be earned, up to a total of five (5) additional days. For employees hired after July 1, 2000, one (1) additional vacation day will be earned for each two (2) years of service, up to a total of five (5) additional days. All employees who are scheduled to work at least two hundred five (205) days, eight (8) hours per day, shall be eligible for one (1) week's (five (5) days) paid vacation.

Vacation is non-cumulative and must be used in the year earned. Vacation can be used in half (1/2) day increments. Vacation requests must be requested one (1) week in advance and approval is subject to district needs and the Superintendent's approval.

Employees terminating employment or on a leave of absence shall receive prorated vacation.

Jury Duty

A seniority employee who is summoned and reports for jury duty will be paid the difference between his regular, straight time wage, computed on a daily basis, and the daily jury duty fee paid by the court for each hour during which he otherwise would have been scheduled to work, provided that the employee seeks to get excused. In order to receive payment under this Article, the employee must pay over to the school all fees paid by the court, except the mileage fee, and the employee must give the school prior notice that he has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which he claims such payment. The provisions of this Article are not applicable to any employees who, without being summoned, volunteer for jury duty.

School Closing

In the event school is closed because of inclement weather, employees will receive pay for all hours they are required to work. Employees who do not work when schools are closed due to inclement weather may use sick days, personal days, or vacation days (where qualified) upon request. Employees who do not work when schools are closed due to teacher conferences, in-services, professional development days, record days, etc., shall be allowed to work those days upon agreement with their supervisors.

Insurance

The Board shall pay the current health insurance premium cost caps as defined by Section 3 of the publicly funded Health Insurance Contribution Act, as amended, for eligible employees electing insurance through the Board.

Eligibility:

1. Lead Cook: Full Family Contribution from the Board.
2. All other employees regularly scheduled to work thirty (30 or more hours: Single Subscriber contribution from the Board. Employees in this section may buy-up to 2 (two) persons or Full Family, with the additional premium cost borne by the employee electing additional coverage.

3. Newly hired employees qualifying under (1) or (2) above shall have coverage on or before their 90th calendar day of employment, where a written application is made and accepted by the carrier(s).
4. Employees, not otherwise eligible for health insurance may participate at their own expense with approval of the carrier(s).

Electing no coverage: b1 or b2 eligible employees who option for no Board contributions for medical & prescription shall receive:

- \$4000 per year, cash in-lieu of family health care & Rx contribution.
- \$1500 per year, cash in-lieu of single health care & Rx contributions.

Employees must provide the Board with proof of other health care & prescription coverage.

Hourly Rates

Non-Union Hourly Wage Scale

Job Title	2025-2026 Starting Wages \$.50 increase
Custodian	\$ 13.90
Custodial Assistant	\$ 11.50
Facilities & Grounds- Assistant	\$ 17.00
Lead Cook	\$ 18.90
Cook	\$ 15.10
Assistant Cook	\$ 11.50
Aide NCLB	\$ 15.35
Aide NCLB (AS)	\$ 16.30
Aide NCLB (BS)	\$ 17.40

Paraprofessionals who work after school tutoring shall receive \$16.75/hour for this work.

For the first (1st) ninety (90) calendar days of employment, the rate of pay shall be fifty cents (\$.50) below the listed classification rate of pay.

NCLB Qualified

Any bargaining unit member who meets the criteria established by NCLB shall receive a one-time twenty-five cents (\$.25) an hour adjustment for achieving this benchmark. This applies only to those who have qualified by successfully completing the written examination.

Longevity

Based on length of uninterrupted service within the employer, longevity shall be paid by separate check on the first payroll of June.

Starting Year 6-10	One Hundred Fifty Dollars (\$150.00)
Starting Year 11-15	Two Hundred Fifty Dollars (\$250.00)
Starting Year 16-20	Three Hundred Fifty Dollars (\$350.00)
Starting Year 21	Five Hundred Dollars (\$500.00), and twenty-five (\$25.00) per year of service beyond 21 years.

Overtime and Premium Pay rates will be paid as follows:

Time and one half (1 1/2) will be paid for all time worked in excess of eight (8) hours in a twenty-four (24) hour period; all time worked in excess of forty (40) hours in one (1) work week, for which overtime has not already been earned.

All time paid for sick leave, holidays, vacation, jury duty and funeral leave shall be counted as time worked for the purpose of computing overtime.

Reporting Pay

Any employee called to work or permitted to come to work without being notified that there will be no work, or who has not been notified that there is less work than they are regularly scheduled to work, shall receive a minimum of two (2) hours pay, or if the employee is regularly scheduled to work less than two (2) hours per day, that employee shall receive their regular daily rate of pay.

Pension

The Board agrees to pay the legally specified contribution to the Michigan Public School Employees Retirement Fund on the gross wages for each.

Mileage

An employee who is required by the Board to use his/her own transportation for carrying out job responsibilities for the Board shall be reimbursed for mileage at the regular rate and procedure as established by Board policy.

Mandatory Meetings

Employees required to attend meetings shall be paid their normal rate of pay or the appropriate overtime rate.

Banquet Serving

Banquet preparation and serving shall be rotated among all cooks. Employees serving on banquets for non-school affiliated groups will be paid time and one half (1 1/2) at their regular hourly rate of pay for all hours worked.

Food Service Certification

Those food service employees who obtain and maintain Serve-Safe Certification or other appropriate certification as determined by the Board or designee, and present satisfactory completion verification, will receive a one hundred-dollar (\$100.00) stipend. Should the State of Michigan modify, change or alter any existing sanitation requirements or nutritional management standards for food service personnel, a committee of appropriate food service employees shall meet with representatives of the Board to discuss the necessary strategies to achieve compliance. This process shall be separate from the above defined Serve-Safe Certification, and no additional compensation shall be awarded should state standards require additional training or professional development. The parties agree to meet at either parties' request to negotiate State mandated changes to the employees working terms and conditions.

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