

**COLOMA COMMUNITY SCHOOLS  
CLASSIFIED SUPPORT STAFF  
EMPLOYEE HANDBOOK**

Adopted by Coloma Community Schools  
Board of Education October 14, 2019  
Revised

**The Board has adopted the following guidelines for classified support personnel who are not represented by a labor organization including, but not limited to, full and part time custodial/maintenance, food service, teacher aides, secretaries, transportation and early childhood development aides; excluding supervisors, confidential employees and any other employees.**

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ARTICLE I

**DEFINITIONS AND GENERAL WORKING CONDITIONS**

- A. Within the various classifications of employees covered herein, there shall be the following categories:
1. **Full-time: An employee who is employed at least 30.0 hours per week.**
  2. **Part-time: An employee who is employed less than 30.0 hours per week.**
  3. Probationary: An employee who is employed to fill a full or part-time position for a trial period of ninety (90) work days. The probationary period may be extended by the employer.
  4. School-Year Employee: An employee who works less than twelve (12) months and whose employment generally follows the school calendar.
  5. Full-Year Employee: An employee who is employed to work on a twelve (12) month basis.
  6. Employee: The term "employee", singular or plural, when used hereinafter in this handbook, shall mean an individual covered by this handbook. Any references to one gender shall include the other.
- B. Starting and ending times of the work day may be altered with five (5) days' notice absent extenuating circumstance or in the food service area.
1. Employees who work a minimum of six (6) hours per day shall have one-half (½) hour unpaid duty free and uninterrupted lunch/dinner break. **Employees who work less than six (6) hours per day may have one-half (½) hour unpaid duty free and uninterrupted lunch/dinner break at the discretion of their supervisor.**
  2. If an employee is required to be called in for an emergency, the employee will be paid for a minimum of one (1) hour.
  3. **Employees will be eligible for one fifteen (15) minute break for each four (4) hours worked.**
  4. **Overtime pay shall be compensated at one and one half (1 ½) times the regular hourly rate for all hours worked over forty (40) hours. All overtime shall be subject to prior supervisory approval.**
  5. Overtime will be assigned by seniority on a rotating basis within a building and classification.
  6. Employees will be given proper safety equipment and instruction in regard to the operation of equipment and handling and disposal of dangerous substances.
  7. The Employer shall support and assist employees with respect to the maintenance of control and discipline of students.
  8. Changes in employee job descriptions shall be provided to the employee.

ARTICLE 2

**RIGHTS OF THE EMPLOYER**

Coloma Community Schools, as the Employer, has the following rights:

1. The executive management and administrative control of the school district, its properties, equipment, facilities, and operations and to direct the activities and work of its employees;
2. Hire all employees and determine their qualification and the conditions of their continued employment;
3. Promote, transfer and assign all employees;
4. Determine the size of the workforce, positions of employment, and job descriptions, and whether to expand or reduce the workforce and/or create, eliminate, or modify positions of employment;
5. Make reasonable rules and regulations and change such rules and regulations as it may deem necessary and which are not in violation of this handbook; determine the manner and method of performing work and the procedures for administering and accounting for employee attendance and utilization of the rights and benefits provided by this handbook;
6. Discharge, demote and discipline employees;
7. Establish, modify, change or cancel any work, business or school schedules, hours or days;
8. Determine the services, supplies and equipment to conduct its operation, including the distribution thereof, determine the standards of operation and performance and determine the means, methods and processes of performing and/or accomplishing the work to be done including the assignment and distribution of tasks and work among the workforce of the school district and the contracting with any other person or business entity;
9. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;
10. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations and determine the size of its administrative organization, its function, authority, amount of supervision and table of organization.

The exercise of the foregoing rights, authority, powers and responsibilities by the Employer, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this handbook and to the extent such specific and express terms are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

The express inclusion of an affirmative statement or delineation of any specific rights of the Employer anywhere in this handbook shall not by implication exclude or diminish those

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remaining rights and powers of the Employer not so mentioned and hereby retained by the Employer.

ARTICLE 3

**GENERAL PROVISIONS**

- A. The Employer as an equal opportunity employer does not discriminate against or between employees because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, physical characteristics or handicap.
- B. A non-probationary employee shall not be disciplined or reprimanded without just cause. Any corrective action taken against such employee shall be done in private. Information forming the basis for disciplinary action shall be made available to the employee.
- C. Each employee shall have the right, upon request, to review the contents of one's own personnel file, whether maintained at the individual building or District Administration Building, except confidential materials such as replacement credentials and anecdotal notes maintained by an Administrator. This review shall only be conducted in the presence of an administrator or designee. The employee shall have the right to file a response to material on file and said response shall become part of the personnel file. In the event an employee disagrees with personnel file material, he/she shall file a written rebuttal within ten (10) days of receipt of such material. Unauthorized removal or destruction of material contained in this file shall be grounds for dismissal.
- D. The Board will reimburse employee for any damage or destruction of clothes or personal items on their person while enforcing student discipline while on duty on the premises of the school district up to \$200.00 per incident provided that it is not covered by the Employee's personal insurance.

ARTICLE 4

**PAYROLL DEDUCTIONS**

- A. **Employees may submit to the Business Office, a signed payroll deduction authorization for any annuity type program authorized by the Board. The Employer shall be held harmless for any payroll deductions.**

ARTICLE 5

**EMPLOYEE STATUS**

- A. Seniority shall be defined as the length of an employee's continuous and uninterrupted service in a position subject to this handbook. While on layoff or unpaid leave of absence time shall not accumulate as service time for seniority but shall not constitute a break in service. Seniority does not accumulate among classifications and may be exercised only within the classification in which it is accumulated. Movement from one classification to another shall not terminate seniority the employee has accumulated in any other classifications provided there has been no break in service.
- B. The classifications are as follows:**
- 1. Food Service**
  - 2. Secretarial/Clerical employees**
  - 3. Teacher Aide (Paraprofessional) employees**
  - 4. Custodial/Maintenance employees**
  - 5. Transportation**
- C. A newly hired employee shall be on a probationary status for ninety (90) work days, taken from and including the first day of employment. At any time prior to the completion of the ninety (90) work days probationary period, the employee may be dismissed with or without cause or notice without appeal by the employee. If an employee is absent from work, the employee's probationary period shall be extended for such days. The Employer may extend the probationary period of an individual employee by thirty (30) work days, with written notice to the involved employee. Probationary employees shall not be eligible for any fringe benefits until completion of their first thirty (30) days of probation.
- D. Upon completion of the probationary period, the employee's seniority date shall be retroactive to the first working day. At that time, the employee's name shall be entered on the seniority list.
- E. The Employer shall prepare and maintain a seniority list showing the length of service of each employee within the respective classifications. Employees may object to the list while it is posted for the ten (10) days. Thereafter, the list shall be final and conclusive.
- F. Seniority shall be lost by an employee upon termination or resignation. Any person previously employed and rehired after having terminated his/her employment shall begin as a new hire from his/her most recent date of hire and shall not retain any seniority from his/her previous employment with the Employer.
- G. The Employer and employee shall cooperate when making determinations as to a reasonable accommodation without imposing an undue hardship for the disabled employee as defined under the Americans with Disabilities Act. The employee's request for an

accommodation must be provided with fifteen (15) days' notice of the need for an accommodation accompanied by a physician's statement confirming the need for an accommodation. A reasonable accommodation may include, but not be limited to, job restructuring, modified work schedule, reassignment, acquisition of equipment or devices provided that such accommodation would not fundamentally alter the essential functions of the job.

ARTICLE 6

**ASSIGNMENTS, VACANCIES AND TRANSFERS**

- A. A vacancy shall be defined as a newly created or an unoccupied position to be filled when there is no employee who can claim the position by return from leave of absence or by recall from layoff. The Employer shall determine when a position is to be created, continued, suspended, or eliminated.
- B. **All vacancies shall be posted for a period of at least five (5) working days for application by internal and external applicants prior to making a decision upon the position. Notice will be sent via district email and posted in each building. The Employer's decision regarding the position is final.**
- C. Posting shall contain the following:
  - 1. Type of Work
  - 2. Location
  - 3. Starting Date
  - 4. Rate of Pay
  - 5. Classification
  - 6. Hours
  - 7. Minimum requirements
- D. The Employer shall fill a vacancy with the most qualified applicant. In determining whether an applicant is qualified, the Employer shall consider the skill, education, background, interpersonal skills related to the job duties, attainments, and length of service within the district of the applicant and any other relevant criteria. The Employer's decisions shall be final.
- E. The Employer reserves the right to transfer employees as deemed necessary.
- F. School Year employees shall be notified of their assignments by the Employer in writing by August 1. The assignment notice shall indicate the scheduled hours of the employees and the anticipated work year. Nothing shall preclude the Employer from changing hours or assignments as may be necessary during the school year.

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- G. If an employee temporarily assumes the normal duties and responsibilities of another employee, after five (5) consecutive working days, the employee will be paid at the regular rate for these duties provided it is not less than the employee's current rate.
- H. If an employee is promoted or transferred from one classification to another, the employee shall be given a five (5) working day trial period. At either the employee's or employer's option, the employee may return to his or her former position. Returning to a former position during the trial period shall not be subject to the grievance procedure.

### ARTICLE 7

#### **EVALUATION**

- A. The Employer shall conduct formal written evaluations of employee performance as established by the district at least once every two (2) years. At the beginning of the school year an employee, who may be subject to an evaluation, will be notified of the criteria upon which he or she will be evaluated and the supervisor responsible for the evaluation.
- B. Following each formal evaluation, which shall include a conference with the evaluator; the employee shall sign and be given a copy of the evaluation report prepared by the evaluator.
- C. Signing of the evaluation does not constitute an agreement with the evaluation. The employee may attach a written rebuttal to such an evaluation.
- D. At the completion of the probationary period, an evaluation of the employee performance shall be completed.
- E. Evaluations may not be grieved.

ARTICLE 8

**REDUCTION IN PERSONNEL**

- A. The employer may decide to eliminate positions or reduce the hours of any position beyond normal attrition. The Employer shall, except in cases of unforeseen circumstances, give employees ten (10) calendar days of prior written notice of layoff. Examples of unforeseen circumstances include unexpected changes in enrollments, facilities or funding, or program participation in food service.
- B. When a reduction of the work force or hours is decided upon by the Employer, probationary employees within a classification shall be subject to layoff or reduction of hours prior to non-probationary employees in that classification and provided there are non-probationary employees who can perform the duties of the position. If further layoffs or reduction in hours within a classification are necessary, layoffs or reduction in hours shall be based upon seniority provided that the more senior employee is currently qualified and able to perform the duties of the position.
- C. When positions become available in a classification, employees who have been laid off from that classification shall be recalled in reverse order of layoff within the classification from which they were laid off. Recall rights to a position shall terminate one year from the date of layoff from the classification.
- D. Employees to be recalled will be given at least ten (10) calendar days' notice of recall absent extenuating circumstances. Such notice shall be mailed to the employee's last known address by registered or certified mail. Layoff shall not refer to occasional cancellation of school because of inclement weather, in-services or other similar events. Within five (5) days of receipt of notice, the employee shall notify the District of his/her intent to return to work.
- E. A laid off employee shall, upon application, be granted priority status on the substitute list, if used, according to his/her seniority in a classification.
- F. Laid off employees may continue their health, dental and life insurance benefits by paying the regular subscriber rate in according with the Consolidated Omnibus Benefits Reconciliation Act (COBRA).

ARTICLE 9

**PAID HOLIDAYS**

- A. Employees will receive the following paid holidays:

**12-month Secretaries, Maintenance and Custodians: Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Memorial Day, and July 4<sup>th</sup>.**

**10-month Secretaries, Aides, Food Service and Transportation: Labor Day (if school begins before Labor Day or if scheduled to work 5 consecutive days prior), Thanksgiving Day, day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, and Memorial Day.**

- B. In order to be eligible for holiday pay, an employee must work the last regularly scheduled day prior to and the first regularly scheduled day after such a holiday.

ARTICLE 10

**VACATIONS**

- A. Vacation Days. Twelve (12) month employees shall be entitled to compensated vacation time according to the schedule below:
- One (1) week **after** the first year.
  - Two (2) weeks **after** the second year.
  - Three (3) weeks **after** the tenth year.
  - Four (4) weeks after the fifteenth year and beyond.**
- B. Vacation Scheduling. Vacation time may be taken at a mutually agreed upon time by the employee and his/her supervisor and must be requested in writing. Except in cases of emergencies, vacations shall be scheduled sixty (60) days prior to the anticipated vacation date. The sixty (60) days prior notice may be waived at the supervisor's discretion.
- C. Secretaries who work ten (10) months or more but less than a full calendar year shall receive an additional one (1) week salary on the last pay of the work year. After fourteen (14) years of service as a ten (10) month secretary, the secretary shall receive two (2) weeks' pay on the last pay of the work year.
- D. An employee must work one (1) year before being eligible for vacation. **Vacations shall be granted the year after it is earned.** To be eligible for a vacation, the employee must have worked (or have been on paid leave time) at least 75% of the scheduled work days in the preceding year.
- E. **Vacation time must be used in the year it is granted or the following year. Any vacation time not used by the end of the following year will be lost with no additional compensation. Vacation time earned prior to July 1, 2016 will be allowed to accumulate and used according to the vacation schedule in part B.**
- F. 10-month Secretaries will be provided a calendar each year with a start and end date for the school year that they are allotted to work "X" number of paid days.

ARTICLE 11

**SCHOOL CLOSING**

- A. When an act of God or an Employer directive causes the closing of school, employees shall be excused from reporting to duty without the loss of pay for **up to three (3) days**. Emergency closing beyond the first three (3) days shall not be paid. However, these days (beyond 3), shall be paid at such time as the days are made up. Make-up days shall be as are required by the district to receive full state aid or as otherwise determined by the district. If personal days are available, employee may use up to two (2) personal days for a fourth (4) and/or fifth (5) snow day if they choose.
- B. If school is cancelled after students have reported, employees may be dismissed early at the employer's discretion without loss of pay.
- C. **Employees required to report to work when school is cancelled, shall be compensated at their regularly hourly rate of pay.**

ARTICLE 12

**PAID LEAVE**

- A. Sick leave shall accrue at the rate of one (1) day equivalent to the employee's regularly scheduled hours per month worked, to a maximum of twelve (12) days per year after completion of the probationary period. Custodians and 12-month secretaries may accumulate up to a maximum of ninety (90) days of sick leave. Other employees may accumulate up to seventy-five (75) days of sick leave. If an employee transfers from a 12-month full-time status to a part-time or 10-month status he/she shall be able to maintain his/her sick day accrual which exceeds seventy-five (75) days and not to exceed ninety (90) days but shall not accrue additional days until it drops below seventy-five (75) days.
- B. Sick leave shall be available for use by employees for the following purposes:
  - 1. Acute personal illness or incapacity in which the employee has no reasonable control.
- C. Sick leave shall only be accrued and used during regular school year scheduled days.
- D. An employee who is sick shall notify the supervisor the night before, but no later than 5:30 a.m. if possible. Afternoon shift employees shall notify their supervisor at least three (3) hours prior to their shift. The employee shall also notify the supervisor the day he/she is sick whether he/she intends to work the next day if possible.
- E. The employer may require verification of illness or medical clearance to return to work.

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- F. A non-probationary employee with a minimum of one (1) year of service, who worked a minimum 1250 hours in the previous year, may be granted up to twelve (12) weeks leave in accordance with the Federal Family and Medical Leave Act (FMLA). The employee may use accumulated sick leave, if any, combined with unpaid leave. Nothing shall preclude an employee from exhausting accumulated sick leave even if it exceeds twelve (12) weeks.
1. If the employee is on a reduced schedule or intermittent schedule, the Employer may transfer the employee to maintain efficiency
  2. The Employer may require the employee to provide medical verification of the employee's or family member's illness, pursuant to FMLA. Employee may take up to three (3) sick days for family member's illness.
  3. The Employer shall continue all health benefits for up to twelve (12) weeks for those employees receiving such benefits or until the employee's sick leave is exhausted, whichever is greater.
  4. If the employee fails to voluntarily return from leave at its expiration, the Board shall have the right to recover all premium payments within ten (10) days after completion of the twelve (12) weeks of leave.
  5. This provision shall be administered consistent with the Federal Family and Medical Leave Act.
- F. Business Days – Employees shall be granted two (2) days per year deducted from their sick leave for the purpose of conducting personal business which cannot be handled outside of school hours, such as the performance of business obligations and meeting family emergencies. Such leaves shall not immediately precede nor follow neither holidays nor regular vacation, and shall not be cumulative.
1. Requests for personal business days shall be submitted in writing to the immediate supervisor as far in advance as possible of the required date for leave but in all cases at least five (5) days prior and shall generally state the purpose of such leave.
  2. Personal business days shall not be used for seeking other employment, rendering service to or working for any other party either with or without pay, for hunting, fishing, for shopping, or for any other recreational activity.
- G. Jury Duty – Any employee who is called to sit on a jury and who is not excused from serving on said jury, shall not suffer loss of his/her salary for such time for serving the court. All compensation (less mileage and other court-related expenses) received for serving on a jury shall be rendered to the District immediately upon its receipt. Any employee called to jury duty shall make every effort to be excused from such duty during the school year. The District will support the employee in his/her attempt to be so excused. Employees released from jury duty prior to the end of their shift, shall report to work.
- H. Witness – Any employee subpoenaed to testify during school hours in any judicial matter because he or she is an employee of the Coloma School District, shall not suffer any loss of his/her regular salary for such time. This provision does not include matters where the employee is a party to the litigation.

- I. Funeral Leave - Up to five (5) days may be used for funerals of the following members of employee's "immediate family": Spouse, child, parent, or other persons for whom the employee is legally responsible. Leave up to three (3) days may be used for funerals of the employee's "immediate family" defined as follows: Father-in-law, mother-in-law, son-in-law, daughter-in-law, stepchildren, brother, sister, brother-in-law, sister-in-law, grandparents, aunt, uncle, niece, and nephew.
- J. If it is necessary for an employee to be absent from duty due to illness or injury compensable under the Michigan Workers' Compensation Act, the employee shall receive the difference between his/her net salary from their accumulated sick leave and the amount received as workers' compensation benefits. The salary differential shall be figured on a percentage basis and the same percentage shall be deducted from the employee's accumulated sick leave.

(For example: If workers' compensation pays 60% of the next pay amount, sick leave will pay only 40% and the employee's sick leave accumulation shall be charged .4 of a day for each day used.) Provided, that the District shall not be required to allow proportional use of sick days where an employee is receiving workers' compensation benefits in the event that the District's workers' compensation carrier determines that such sick leave payments are required to be coordinated under Section 354 of the Workers' Compensation Act, MCL 418.354. In that event, the employee shall receive only the Workers' Compensation benefits for which he/she is eligible.

## ARTICLE 13

### **UNPAID LEAVES**

- A. Leaves of Absence – Leaves of absence without pay for up to one (1) year in duration may be granted to non-probationary employees upon written request. Requests for a leave must be made 30 days in advance except in cases of emergency. A request for a leave of absence shall include the reason for the leave along with the anticipated beginning and ending dates of the leave. During the leave, seniority and benefits shall not continue to accumulate.
- B. Return from Leave – An employee returning from a leave of absence shall be reinstated to a vacant position in the employee's former classification for which the employee is qualified.
- C. Unpaid Leaves – Unpaid leaves of absence may be taken for the following purposes:
  - 1. Military Leave – A military leave of absence shall be granted to an employee who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States, or who shall enlist, volunteer, be called, or otherwise make him/herself

available for active duty in the National Guard or Reserve. Return from military leaves shall be governed by state and federal law.

2. Family Leave – A leave of absence shall be granted to any (male or female) employee for any of the following purposes:
  - a. The birth or placement for adoption or foster care of a child;
  - b. A serious health condition of an immediate family member;
  - c. The employee's own serious health conditionImmediate family member shall mean child, spouse or parent.
3. The Employer may grant other leaves at its discretion when deemed appropriate.

## ARTICLE 14

### INSURANCE

- A. For Employees electing health insurance, the Employer shall contribute the assigned maximum hard cap figures, as determined by the Department of Treasury for the state of Michigan for health care premiums and ancillary benefits.
- B. Employees who are scheduled to work an average of thirty (30) or more hours per week are eligible for single subscriber coverage. Full time custodians or secretaries that were hired prior to October 26, 2009 are eligible for single, two person or full family coverage.
- C. This coverage is for a twelve (12) month period for each year and may only be changed during annual open enrollment or upon dependent changes. Coverage cannot be dropped over the summer unless you terminate employment.
- D. The annual employer contribution amounts delineated above shall be prorated based on the duration of an employee's employment (employer will contribute 10/12 of the annual hard cap for 10 month employees).
- E. Medical and ancillary insurance premium costs, if any, in excess of the Employer's obligation as set forth above, shall be paid by the employee through payroll deduction in accordance with the District's Section 125 plan.
- F. Temporary employees hired for positions of ninety (90) calendar days or less shall not be eligible for insurance coverage. It is the responsibility of the Employee to enroll at the Administration Office within thirty (30) days of hire or meeting the eligibility requirements. If the Employee fails to enroll for insurance benefits during the first thirty (30) days of his/her employment or thirty (30) days of meeting the eligibility requirements, the Employee's benefits will become effective beginning the first day of the first month after the Employee does enroll if so permitted by the insurance carrier. Failure to enroll for insurance benefits during the first thirty (30) days of employment or thirty (30) days of meeting the eligibility requirements may

**also subject the Employee to whatever penalties may be imposed by the relevant insurance carriers. Upon hiring, each Employee will be informed of the procedures for enrollment for insurance benefits.**

- G. Employees cease to be eligible for District paid insurance at the end of the month when starting an unpaid leave of absence. Employees returning from an unpaid leave of absence shall become eligible for District paid insurance the first day of the month following their return from an unpaid leave.**
- H. District paid contributions shall cease the end of the month following termination, resignation and/or retirement.**
- I. Changes in dependent status (marriage, divorce, birth, adoptions, death, children no longer dependent) must be reported within thirty (30) days of the event.**

ARTICLE 15

**GENERAL – TRANSPORTATION**

- A. Special trips and summer programs are not to be considered as regular hours of work.
- B. As a condition of employment employees must satisfactorily pass a pre-employment physical examination and, following employment shall thereafter be required to satisfactorily pass an annual physical examination given by a physician designated by the Employer. The school will pay for the DOT physical only. Employees may also be required to satisfactorily pass annual examinations for tuberculosis.
- C. Employees must immediately report to the supervisor all accidents or injuries sustained by students or themselves or in which the vehicle entrusted to them is involved irrespective of how minor such accident may appear to be. Employees shall be required to fill out a report form made available by the Employer. All accidents must be policed.
- D. It shall be the responsibility of each employee to meet the qualifications for any license required for the performance of his job responsibilities. Any license required must be kept valid and up-to-date to qualify for continuous employment.
- E. All drivers shall attend in-service training meetings.

**BUS ROUTE/CDL SPECIFIC**

- A. All bus drivers must comply with the state law regarding bus driver education.
- B. Bus Route Seniority date is based on the CDL date on/or after hire date. When a bus route open up, drivers get first opportunity to bid on the route by seniority.
- C. The Transportation Supervisor may adopt administrative rules in order to operate a safe, efficient transportation system. Such rules may be local or required by state law.
- D. When a kindergarten, little learner or ECDD student is dropped off, the driver must see an adult at the stop before the student is left off the bus. If no adult is visible the student is not to be let off and the driver will notify the school or Administration Building that the student will be returned to the school.

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- E. All regular bus route driver's will be guaranteed a minimum of two (2) hours for their morning bus run and a minimum of two (2) hours for their afternoon bus run. Any time beyond two (2) hours will be paid at actual time.
- F. During the guaranteed minimum of two (2) hours for the morning bus route and two (2) hours for the afternoon bus route. If at any time a driver finishes his/her route early, they should report to the transportation supervisor to see if there is any additional work to be done. Examples include but are not limited to: Bus washes, daily maintenance, cleaning, maintenance trips, etc. Work performed during the two (2) hour guarantee will not be paid additional pay. Any time after the two (2) hour guarantee will be paid at their regular pay rate.
- G. Bus Washes – Drivers will be reimbursed at a rate of \$35.00 per bus wash. The transportation director will schedule bus washes during the guaranteed 2 hour window or extra trips. Allowable bus wash reimbursements are limited to one (1) per month, except for the month of December, January, February and Marche when the limit will be two (2) per month. Inside of bus, back windows and any safety area is part of daily maintenance.

### H. EXTRA TRIPS

- A. All trips will be posted in the drivers' room at least two (2) days prior to the date of the trip, if possible, for bus drivers' information.
- B. Top drivers up for trips on that day will have choice of trips available. Driver will choose the remainder of trips for that day in order of seniority.
- C. Drivers that do not regularly exceed thirty (30) hours will be limited in extra trips unless there is no other driver's available to do the trip.
- D. Probationary drivers will be eligible for extra trips after they have successfully obtained their CDL. If hired with a CDL the probationary driver will be eligible for extra trips immediately.
- E. The bus driver must sign up for the trips he/she is interested in by the first Friday of the school year.
- F. Local Extra Trips – the bus driver can take an adult person (without pay) if approved by supervisor and sponsor.
- G. If overnight lodging is required drivers' pay will stop at the end of the activity. The school will arrange and pay for the overnight accommodations. When necessary and prior arrangements have been made with the transportation director, the school will pay for meals at the rates set in board policy.

- H. When a driver takes an extra trip and misses his/her regular afternoon run or runs, they will be paid a minimum of two (2) hours pay for the trip. The driver will not receive two (2) hours of guaranteed time plus trip time paid. If a driver does their regular route, finishes 30 minutes before the two (2) hour guarantee, and then starts an extra trip, they will not be paid twice for the overlap of the guaranteed pay and the extra trip pay. They will receive any additional hours paid over the two (2) hour guarantee.
- I. Whenever extra trips are required, the driver shall be selected from the seniority list. The employees with more seniority shall have preference with respect to the acceptance or rejection of an extra run. Each driver will have the opportunity to either accept or reject the extra trip when their name rotates to the top of the seniority list, with the driver with the least seniority required to take the extra trip. An employee who accepts or rejects an extra trip shall be placed at the bottom of the rotating seniority list.

**VAN ROUTES SPECIFIC**

- A. When a van route opens it may be filled, at the discretion of the Transportation Supervisor, by a driver that only has a chauffeur's license.
- B. AM and PM van routes will be paid at the Van pay rates set in the support staff pay scale.
- C. Mid-Day Van routes will be bid out based on seniority dates of both CDL and Chauffeur's license drivers. In the event that a CDL driver takes a mid-day van route they will be paid at their regular rate of pay as a CDL driver if hired on or before 2/14/2011, if hired after 2/14/2011 then they will be paid at a rate of \$14.60/hr. (Step 2 of Van Driver Pay Scale). Chauffeur's drivers will be paid based on the van driver pay scale.
- D. If a CDL driver gives up their regular bus route to move into an AM or PM van route, they will be paid at the rate of Step 2 on the Van Route Pay Scale.
- E. If at any point a bus driver is in their training period still and have not obtained their CDL and they do a van route, they will be paid at step 1 \$12.60/hr. for those hours worked.

COLOMA COMMUNITY SCHOOLS SUPPORT STAFF EMPLOYEE HANDBOOK

**Support Staff Pay Scale - 2019-20**

**Aide I**

Step 1	\$10.23
Step 2	\$10.74
Step 3	\$10.95
Step 4	\$11.06

**Aide II**

Step 1	\$10.70
Step 2	\$12.70
Step 3	\$13.07
Step 4	\$13.45

**Custodial - Cleaner**

Step 1	\$12.15
Step 2	\$13.05
Step 3	\$14.00
Step 4	\$14.95

**Custodial - Grounds/Maintenance**

Step 1	\$14.75
Step 2	\$15.85
Step 3	\$16.95
Step 4	\$18.10

**Lead Maintenance**

+\$1.50/hour at each step

**Bus Driver's**

Step 1	\$14.60
Step 2	\$16.32
Step 3	\$17.07
Step 4	\$17.24

Training Period  
After completing Training Period

**Van Driver's**

Step 1	\$12.60
Step 2	\$14.60

**Secretaries**

Step 1	\$12.00
Step 2	\$12.80
Step 3	\$13.50
Step 4	\$14.20
Step 5	\$14.90
Step 6	\$15.70
Step 7	\$16.55

**Central Office - Admin Asst**

+\$1.00/hour at each step

**Technology**

Step 1	\$10.90
Step 2	\$11.95
Step 3	\$13.05
Step 4	\$14.20
Step 5	\$15.40

**Food Service - Asst.**

Step 1	\$11.50
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**Food Service - Cook**

Step 1	\$13.75
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\*FY19-20 Support Staff at the top step will receive a 2% annual longevity increase in their hourly rate provided that steps are given to employees that have steps remaining. If steps are frozen longevity pay would not be provided for those at the top step. (FY17-18 1% longevity, FY18-19 2% longevity)

**Summer/Seasonal Help/Other Pay Schedule - 2019-20**

Step 1	\$10.00
Step 2	\$10.50
Step 3	\$11.00
Step 4	\$11.50
Step 5	\$12.00

\*This doesn't apply to the Summer Migrant Program Staff

\*It applies to student workers and custodial/maintenance seasonal workers