

**Rochester Community Schools
Rochester, Michigan**

**Executive Assistant
Personnel Manual**

Revised 2/1/17

1. WORK SCHEDULE

The work year will vary depending upon the annual calendar. The following are paid holidays:

January 1	Thanksgiving Day
Good Friday	Day after Thanksgiving
Floating Holiday	December 24
Memorial Day	December 25
July 4	December 26
Labor Day	December 31

2. ADVANCED EDUCATIONAL DEGREES

An Executive Assistant who has a BA or BS Degree will receive a \$750 annual stipend.

3. LEAVE OF ABSENCE WITH PAY

Executive Assistants regularly employed by the District shall be allocated fourteen (14) sick leave days at the beginning of the contract year. Sick leave will be cumulative.

A maximum of ten (10) sick leave days may be used for illness in the immediate family (spouse, son, daughter, parents or dependents). A maximum of five (5) sick leave days may be used each year for a death in the immediate family or of a close relative.

A maximum of three (3) days of bereavement leave may be used for a death of a spouse, individual's parents, sister, brother, son or daughter. Bereavement Leave meeting the above definition will not be charged against the Executive Assistant's sick leave.

Upon approval of the Superintendent/designee, four (4) days of sick leave may be used annually for approved leave. Approved leave is an activity which requires the Executive Assistant's presence during the workday and is of such a nature that it cannot be attended to before/after work hours.

Executive Assistants are eligible for up to three (3) Incentive Days each year. An Incentive Day may be used without specification.

On Snow Days or other "Act of God" days where the Superintendent has declared schools to be closed, Executive Assistants are not expected to report to work, with no loss in compensation, unless professional obligations such as deadlines require them to report or their immediate supervisor requests them to report.

4. JURY DUTY

The Board will pay an Executive Assistant called for jury duty the regular salary amount. The Executive Assistant will pay the Board the fee received for jury duty compensation not including expenses.

5. HOSPITALIZATION

Information on specific coverage and options will be covered in a separate document and distributed to eligible employees during Open Enrollment each year. Employees will have the choice of 1 of 3 Blue Cross Community Blue PPO Plans. Contact the Benefits Office for further information.

Effective January 1, 2013, eligible full-time employees will receive coverage under a Blue Cross/Blue Shield PPO plan with a \$250 single and \$500 family in-network deductible, 80% co-insurance and a \$1000/member and \$2000 family annual out-of-pocket maximum. There is a prescription drug co-payment of \$5 for generic and \$35 for name brand drugs.

Effective January 1, 2016, eligible full-time employees will receive coverage under a Blue Cross/Blue Shield PPO plan with a \$500 single and \$1000 family in-network deductible, 90% co-insurance and a \$1000/member and \$2000/family annual out-of-pocket maximum. There is a prescription drug co-payment of \$5 for generic and \$35 for name brand drugs.

Dependents are covered through their 26th birthday in accordance with the Affordable Care Act of 2010.

Executive Assistants electing hospitalization coverage shall make monthly contributions toward the cost of that hospitalization coverage in the amount of twenty percent (20%) of the cost of that hospitalization coverage through payroll deduction, beginning July 1, 2012.

The Board may take any action in compliance with Michigan Public Act 152 of 2011, and payroll deductions are authorized for this purpose. In the event that Public Act 152 of 2011 is repealed, or declared unconstitutional or legally not effective by a court or administrative agency, employees taking hospitalization through the School District shall continue to make the monthly contributions toward the cost of that hospitalization coverage in the amount of twenty percent (20%) of the cost of that hospitalization coverage as defined in Public Act 152.

6. HOSPITALIZATION OPTION

If the Executive Assistant does not accept one of these hospitalization coverage options, the employee will receive the benefits listed below:

- An additional \$50,000 death benefit and \$50,000 accidental Death and Dismemberment benefit.
- \$125 per month in cash or a tax deferred annuity payment.

The following options are available for payment in lieu of hospitalization coverage:

- Cash on a payroll check in January and June. Such payments are taxed for federal/state withholding and social security taxes, and are not counted as “earnings” for the Michigan Public School Employees Retirement System.
- Tax Sheltered Annuity payment on a payroll check in January and June. This payment will be taxed for social security and will not be counted as “earnings” for the Michigan Public School Employees Retirement System. The annuity will be selected from among the Board-approved carriers.

7. LIFE INSURANCE

The Board will provide the Executive Assistant’s annual salary a term life insurance policy equal to double (200%).

8. VISION INSURANCE

Beginning February 1, 2013, or as soon as possible thereafter, the Board will provide a Blue Cross Blue Shield Vision insurance plan.

9. DENTAL INSURANCE

The Board of Education will provide each Executive Assistant and each member of the employee’s immediate family with a dental policy which provides 100% of Class I, 80% of Class II, and 60% of Class III reasonable and customary reimbursement amounts coverage. An annual maximum of \$1,600 and a Class IV lifetime maximum on orthodontics of \$1,800 or the preferred provided option.

10. DISABILITY INSURANCE

After employment for one year with Rochester Community Schools, an Executive Assistant will be eligible for illness protection. After the depletion of all sick days, when an Executive Assistant is out due to a serious illness, the district will pay 80% of the salary until eligible for Long Term Disability. Each member would be covered by a Long Term Disability Policy.

The Long Term Disability Policy shall provide benefits that shall not exceed two thirds (2/3) of the employee’s base salary, at the time of illness or disability reduced by an amount paid or payable under worker’s compensation, social security, or any other earned income. Said compensation as described above is subject to the terms of the contract with respective insurance carrier.

11. FRINGE BENEFIT CONTINUATION

In the event of the death of an Executive Assistant, all salary and fringe benefits will continue for three (3) months. The salary will be paid to the beneficiary indicated on the term life insurance form.

12. LIABILITY INSURANCE

The Board will provide a minimum of \$1,000,000 of liability insurance for each Executive Assistant.

13. MILEAGE

Each July 1, the mileage reimbursement rate will be established at the Internal Revenue Service Rate. Upon submission of travel statements, travel will be reimbursed at the Internal Revenue Rate for mileage.

14. TAX SHELTERED COMPENSATION

The District will pay an annual TSA amount of \$2,450 for each Executive Assistant. The plan will be subject to the following restrictions: 1) The District will pay the full amount of the tax sheltered income prior to November 2 of each school year. 2) Must select a Board approved TSA plan. This may include applying this money toward payment of an approved retirement insurance plan. 3) Will not be paid while employee is on a leave of absence. At age 45 or above, the employee may choose to have the TSA income calculated as part of gross annual salary. The District will be responsible for assuming the additional cost toward state retirement.

15. LONGEVITY PAYMENTS

Longevity payments shall be made bi-weekly in addition to the Executive Assistant’s basic contract as follows:

8 years	\$1,984
12 years	\$2,192
15 years	\$2,526
18 years	\$2,735
21 years	\$2,965
24 years	\$3,174

To be eligible for this payment, the Executive Assistant must be employed by the Rochester Community Schools for a full five years. Prior experience in applicable positions will count on a one-for-one basis with experience as a Rochester Community Schools employee for all employees hired prior to December 1, 2014. For those hired after December 1, 2014, longevity payments will be made based solely upon service with Rochester Community Schools.

16. VACATION

Vacation will be granted based on years of continuous employment with the District as follows:

0 to 1 year	12 days
2 to 7 years	17 days
8 to 10 years	22 days

11 to 15 years	23 days
16 to 20 years	24 days
21 + years	25 days

17. TERMINAL LEAVE PAY

In recognition of service to the District, a terminal leave payment of three hundred fifteen dollars per year of service will be paid to an Executive Assistant upon severance of employment. To be eligible, the employee shall have been employed by the District in the capacity of an Executive Assistant for at least five (5) years and be retiring, or be employed by the District for ten (10) years in the capacity of an Executive Assistant if resigning.

18. SICK LEAVE PAYOFF

A member who is employed by the Board for five (5) or more years and retires, resigns, is permanently laid off, or dies will be compensated for unused sick leave days. Thirty-seven and one half percent (37.5%) of the member's current daily rate will be paid for all unused earned sick leave days. This payment will be paid on the last regular paycheck the member receives. The maximum amount a member can receive under this plan is as follows:

Years of Service	
5 years	\$3000.00
10 years	\$5000.00

19. SPECIAL PAY PLAN

The Board will provide a Special Pay Plan (IRS Section 403 (b) for each member who retires, resigns, or dies. There will be no cost to the member for this benefit. Each member who meets the following qualifications must use the Special Pay Plan for payment under Section 17 and 18. The qualifications are:

- A. The member must be fifty-five (55) years of age or older on December 31 of the year in which he/she retires.
- B. The member must have been employed by the District for more than Five (5) years.
- C. The Special Pay Plan amount must exceed \$1,000

20. EXTRA PAY FOR BOARD MEETINGS

Board meeting compensation for the Executive Assistant to the Assistant Superintendent for Instruction, the Executive Assistant to the Assistant Superintendent for Business Affairs and the Human Resources Executive Assistant will be at double the hourly rate.

21. PROFESSIONAL DEVELOPMENT

Professional Development opportunities will be made available to the Executive Assistants individually and/or collectively on an as-needed basis subject to administrative approval.

22. SALARY RANGE

2015-16 \$44,613 - \$56,976

23. CERTIFICATIONS

Executive Assistants will be compensated an annual stipend of \$1,100 for each approved certification program. These programs must be approved in advance by the Executive Assistant's immediate supervisor.

Ongoing payment of this stipend(s) is subject to maintaining/renewing certification(s) by the Executive Assistant and review by the immediate supervisor of certification's pertinence to performance in the capacity of Executive Assistant.