

ROCHESTER COMMUNITY SCHOOLS

ROCHESTER, MICHIGAN

MANAGERS

SUPERVISORS & COORDINATORS

PERSONNEL MANUAL

REVISED DECEMBER 1, 2014

TABLE OF CONTENTS

	<u>PAGE</u>
1. Contracts	3
2. Work Schedule.....	3
3. Overtime	3
4. Advanced Educational Degrees	4
5. Association Memberships.....	4
6. Leave of Absence With Pay	4
7. Medical Insurance.....	5
8. Vision Coverage.....	7
9. Life Insurance.....	7
10. Dental Insurance	7
11. Disability Insurance ..	7
12. Fringe Benefit Continuation	7
13. Liability Insurance.....	7
14. Automobile Liability Insurance.....	7
15. Mileage	8
16. Tax Sheltered Compensation	8
17. Longevity Payments ..	8
18. Vacation.....	9
19. Terminal Leave Pay... ..	9
20. Retirement.....	9
21. Salary Schedule.....	10

1. CONTRACTS

Each administrator employed by the District who has served two (2) one year probationary period contracts shall be offered a two-year contract. The two (2) year contract will be extended annually. Exceptions to renewal shall be:

- Administrator receiving an overall rating of minimally effective or ineffective on an annual performance evaluation
- reduction in work force
- disciplinary action

2. 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
Memorial Day	December 24
July 4	December 25
Labor Day	December 26
Floating Holiday	December 31

The Floating Holiday will be set annually by the Cabinet.

3. OVERTIME

Time worked by coordinators beyond forty (40) hours/week will be considered overtime and will be paid at the rate of time and one-half. Time worked by coordinators on Sundays and holidays will be paid at double time.

On the weekends that a supervisor or coordinator is on call, s/he will receive a minimum stand-by time of two (2) hours per day at his/her regular rate of pay. The overtime rate of time and one-half or double time will not be in effect until the two (2) hours per day have been used.

All approved overtime for supervisors or coordinators when required and approved in advance, or in emergency situations will be paid at time and one-half, except for Sundays and holidays, which will be paid at double time. This provision will be in effect for such things as required weekend work and response to security and/or inclement weather concerns.

Supervisors and Coordinators shall not be discouraged from submitting for overtime as defined in the Personnel Manual.

4. ADVANCED EDUCATIONAL DEGREES

If an administrator has completed a Masters Degree he/she will receive an additional annual stipend of \$1525. The BA/BS stipend paid previously will be rolled into the base salary of those employed as an administrator prior to December 1, 2014. After December 1, 2014, no stipend will be paid to an administrator for a BA or BS degree.

5. ASSOCIATION MEMBERSHIPS

The Board of Education will pay up to two (2) local, state, and national association memberships or one (1) Service Club/Organization in the Rochester area for each administrator totaling no more than two (2). The association memberships shall be applicable to the administrator's position in the district. These fee payments will not include the cost of any group life or hospitalization insurance, but may include provisions for liability insurance.

6. LEAVE OF ABSENCE WITH PAY

Administrators regularly employed by the District shall be allocated thirty (30) sick leave days at the beginning of the contract year. Sick leave will not be cumulative.

A maximum of five (5) sick leave days may be used for illness in the immediate family (husband, wife, 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, the individual's parents, sister, brother, or a son or daughter. Bereavement Leave, meeting the above definition, will not be charged against the administrator's sick leave.

Upon approval of the Superintendent or his/her designee, three (3) days of sick leave may be used annually for approved leave. Approved leave is an activity which requires the supervisor or coordinator's presence during the workday and is of such a nature that it cannot be attended to before/after work hours. Approved leave days will not be granted the last scheduled workday immediately before or after a holiday, vacation, or school break period.

Each administrator is eligible for up to three (3) Incentive Days each year. An Incentive Day may be used without specification. Applications must be made at least five (5) days prior to the day of leave except in cases of emergency. All Incentive Days used will be deducted from the administrator's sick bank.

Not more than five (5) administrators will be excused under this paragraph on any given day District-wide. Priority will be established by order of receipt of the request in the Human Resources Office.

7. MEDICAL INSURANCE

The Board of Education will offer to the full-time employees, covered under this Personnel Manual, the following health insurance option: Administrators will receive a Blue Cross Blue Shield PPO plan with a \$250 single/\$500 family deductible, 80% co-insurance and \$1000 single/\$2000 family co-insurance maximum through December 31, 2014. Effective January 1, 2015, employees will be eligible for a Blue Cross Blue Shield PPO plan with a \$500 single/\$1000 family deductible, 90% co-insurance and \$1000 single/\$2000 family co-insurance maximum. There is a \$5 generic/\$35 formulary prescription drug co-payment.

HEALTH REIMBURSEMENT ACCOUNT

The Board will deposit monies in a Health Reimbursement Account (HRA) for each eligible administrator as defined under Section 105 (h) of the Internal Revenue Code. The HRA will operate on a calendar year (January to December). Administrators becoming eligible for this benefit during the year, other than January 1st will receive a prorated amount based on the number of months of coverage eligibility.

For the 2014 benefit year (through December 31, 2014) Administrators with a one-person benefit plan will have \$500 deposited. Administrators with a two-person benefit plan will have \$750 deposited. Administrators with a full family benefit plan will have \$1000 deposited.

For the 2015 calendar/benefit year, effective January 1, 2015, Administrators with a one-person benefit plan will have \$375 deposited into the HRA account. Administrators with a two-person benefit plan will have \$750 deposited. Administrators with a full family benefit plan will have \$750 deposited.

For the 2016 calendar/benefit year, effective January 1, 2016, Administrators with a one-person benefit plan will have \$250 deposited into the HRA account. Administrators with a two-person benefit plan will have \$500 deposited. Administrators with a full family benefit plan will have \$500 deposited.

The board will no longer contribute to the HRA account after December 31, 2016.

If there are remaining funds in an Administrators HRA at the end of the calendar year, one-half of the remaining HRA balance will be carried over to the next calendar year, not to exceed a carryover of \$1,200. The HRA can be used to reimburse administrators for eligible medical expenses, as defined by Section 105 (h) of the Internal Revenue Code. If an administrator contributes to a Section 125 plan, their section 125-plan monies must be used before an administrator can be reimbursed under the HRA.

Administrators who retire resign, or eligible dependents of members who die, will continue to have access to the HRA money in their account at the time of leaving the District, for three years after their date of leaving or until December 31, 2017, whichever occurs first. Retirees may submit the cost of their MPSERS health, dental, and/or vision insurance reimbursement from their monies remaining in their HRA.

Beginning July 1, 2012, employees electing hospitalization coverage will pay 20% of the illustrative rate of the plan elected. This payment will be made through payroll deduction.

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

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 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, and payroll deductions are authorized for this purpose.

IN LIEU OF MEDICAL INSURANCE

If the administrator does not accept one of these hospitalization coverage options, he/she 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:

- (1)** 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.
- (2)** 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.

8. VISION COVERAGE

The Board will provide a Blue Cross Blue Shield Vision insurance plan summarized in the benefits section of the district web page.

9. LIFE INSURANCE

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

10. DENTAL INSURANCE

The Board of Education will provide each administrator and each member of the his/her immediate family with a dental policy which provides 100% of Type A, 80% of Type B, and 60% of Type C coverage.

The President of the Supervisors, Coordinators and one other appointed member of the group will meet prior to November 1 of each year with the Director of Human Resources/Designee, the District's third party dental administrator and the District's Benefits Advisor to review the reasonable and customary dental schedule being used for that plan year.

11. DISABILITY INSURANCE

After thirty (30) days of illness, the administrator will be covered at 80% of his/her salary up to one year. If a member has depleted his/her sick bank and vacation bank, the member will be able to qualify after twenty-four (24) days of illness. After one year, to age 65, the administrator will be covered by a Long Term Disability Policy which pays 66 2/3% of the employee's salary.

12. FRINGE BENEFIT CONTINUATION

In the event of the death of an administrator, 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.

13. LIABILITY INSURANCE

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

14. AUTOMOBILE LIABILITY INSURANCE

The Board will provide a minimum of \$1,000,000 of liability insurance for personal cars used by administrators while on authorized school business.

15. 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.

16. TAX SHELTERED COMPENSATION

The District will pay an annual amount for each administrator of \$2450. The plan will be subject to the following restrictions:

1. The District will pay the full amount of the tax-sheltered income on a payroll check prior to November 2, of each school year.
2. The Administrator must select a Board approved 403(B) tax shelter plan.
3. Administrators on a leave of absence, for any reason, will not receive this benefit while on the leave.

17. LONGEVITY PAYMENTS

Longevity payments shall be made annually in addition to the administrator's basic contract as follows:

5 to 9 years of continuous service:	\$1865
10 to 15 years of service:	\$2065
16 to 19 years of service:	\$2265
20 to 24 years of service:	\$2465
25 or more years of service:	\$2665

To be eligible for this payment, the administrator 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 School employee, for administrators hired prior to October 1, 2012.

Longevity payments for administrators hired October 1, 2012 and thereafter, shall only include Rochester Community Schools' experience.

18. VACATION

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

	12 Month Employees
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 or more years	25 days

Vacation days granted during a contract year must be used before January 15th following the contract year or else forfeited. Annually each administrator must use at least five (5) vacation days during the Winter or Spring vacations. This requirement may be waived by the Superintendent.

19. TERMINAL LEAVE PAY

In recognition of service to the District, a terminal leave payment of three hundred fifteen (\$315) dollars per year of service will be paid to an administrator upon severance of employment. To be eligible, the employee shall have been employed by the District for at least five (5) years and be retiring, or be employed by the district for ten (10) years if resigning.

20. RETIREMENT

An administrator who selects early retirement shall receive an early retirement payment as follows:

<u>Years of Service</u>	<u>Amount</u>
10	\$15,000
15	\$16,000
20	\$17,000
25	\$18,500
30	\$20,000

This payment is in addition to any terminal leave payment and shall be verified by the Superintendent or Superintendent Designee before it can be submitted to the Board of Education in order to secure benefits.

The administrator must be eligible for retirement under the Michigan Public School Employees Retirement System and have ten (10) years of continuous service to Rochester Community Schools prior to his/her request for retirement to be eligible for benefits. Eligibility for this Retirement Payment will be premised upon the following from the employee:

- Written resignation for the purpose of retirement to the Human Resources Office.
- Confirmation of approved retirement from the Michigan Public School Employees Retirement System.

The administrator may select one of the following or a combination of the following options of payment in order to secure the greatest tax benefit:

- Tax sheltered annuity
- One payment during the month of July
- Two payments -- one during July and one during January

21. SALARY SCHEDULE

2013-14 SALARY SCHEDULE			
STEP	COORDINATOR	SUPERVISOR	MANAGER
1.0	\$41,801	\$53,191	\$75,220
2.0	\$45,024	\$56,200	\$76,618
3.0	\$47,711	\$58,995	\$81,023
4.0	\$50,826	\$62,325	\$85,643
5.0	\$53,191	\$65,333	\$90,050

Administrators will be paid from the salary schedule above through November 30, 2014. Effective December 1, 2014 a new base salary will be calculated taking the 2013-14 salary from the salary schedule above, adding any stipends or certificates (excluding on-call stipend), and stipend for bachelor's degree. This will create a new adjusted base salary.

The salary schedule above will be deleted and new market ranges have been determined. They are as follows:

MARKET RANGE

Manager \$76,512 - \$91,815

Supervisor \$54,652 - \$65,582

Coordinator \$47,523 - \$57,028

Effective 12/1/14, if the new adjusted base salary is at or above the market range for the position, the adjusted base salary is red-circled. No increase to the new adjusted base salary will be made. A one-time, off-schedule payment equal to 1% of the new adjusted base salary will be made the second pay in December 2014.

If the new adjusted base salary is within the market range for the position, the base salary will be adjusted to an amount within the range that is at least 1% above the adjusted base salary. That amount then becomes the 2014-15 adjusted base salary. The increase in pay for 2014-15 will be made in a one-time off-schedule payment equal to the amount of the increase. The 2014-15 adjusted base salary will be the starting point for the increase in 2015-16. The one-time off schedule payment will be made the second pay in December 2014.

If an employee's adjusted base salary is below the market range and they were hired prior to July 1, 2014, the administrator will be placed at the minimum of the salary range for the position. This would become their new 2014-15 adjusted base salary and they would be paid this salary for the 2014-15 contractual year on a pro-rated basis.

2015/16

If the 2014-15 adjusted base salary is at or above the market range for the position, the adjusted base salary is red-circled. No increase to the new adjusted base salary is made. A one-time, off-schedule payment equal to 3/4% of the new adjusted base salary would be given. The date of the one-time, off-schedule payment will be provided prior to the start of the 2015-16 contractual year.

If the 2014-15 adjusted base salary is within the market range. An increase to the base rate will be made which is at least 1% higher than the 2014-15 base rate. That becomes the 2015-16 base salary.

If an administrator's adjusted base salary is below the recommended market range, the administrator will be placed at the minimum of the market range for the position. This would become the new 2015-16 adjusted base salary and they would be paid this salary for 2015-16.

10.5 Month Pay Schedule

10.5 Month Pay Schedule (for 10.5 employees hired prior to 7/1/2005)

<u>Years</u>	<u>Percent of 12 Month Contract</u>
0 – 1	84.6%
2 – 7	86.4%
8+	88.3%

10.5 Month Pay Schedule (for 10.5 employees hired after 7/1/2005)

<u>Years</u>	<u>Percent of 12 Month Contract</u>
Any	85.0%