

***ROCHESTER COMMUNITY SCHOOLS  
ROCHESTER, MICHIGAN***

**NON-UNION ADMINISTRATOR  
PERSONNEL MANUAL**

Revised 11/2021

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You are part of the Rochester Community Schools' Administrators. We take pride in our employees and the services they provide to ensure that our students are provided with a quality, world-class education. Pride in Excellence!

Please take the time to read this manual carefully. It sets forth the basic guidelines concerning your employment. This manual supersedes any previously issued manuals dealing with the subjects discussed herein. The district reserves the right to interpret, modify, or supplement the provisions of the manual at any time. This manual is not a contract of employment, nor should it be perceived as such.

No employee manual can address every situation in the work place. If you ever have questions about your employment, you are encouraged to contact Human Resources.

You are encouraged to review and familiarize yourself with the Board of Education Policies and Administrative Regulations associated with your employment with Rochester Community Schools. These policies and administrative regulations include, but are not limited to the 3000 – Personnel and Human Resources and 10000 – General Policies sections. These policies/administrative regulations can be found on the RCS website.

**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 or unsatisfactory performance;
- 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. SALARY SCHEDULES**

The Superintendent, establishes salary schedules for each contractual year in consultation with the Board of Education. The District reserves the right to change salary schedules at any time due to budget constraints.

### **4. 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. All overtime must be approved in advance.

### **5. PAY PERIODS**

You will be paid according to the Rochester Community Schools' payroll schedule. Payroll is issued every two weeks, a schedule of pay dates and payroll periods will be provided each year.

### **6. DIRECT DEPOSIT**

The District requires that your paycheck be directly deposited into an eligible financial institution. Payroll information can be found on the Employee Online portal.

### **7. TAX-SHELTERED ANNUITIES**

You are eligible to participate in a tax sheltered annuity program either a 403 (b) or 457 tax-sheltered annuity program. You may make a payroll deposit to a tax-sheltered annuity provider approved by the District. It is your responsibility to contact and make all the necessary arrangements with the annuity carrier and submit your request to the District for processing of the payroll withholding through OMNI, the district's third party administrator for these programs.

### **8. LIABILITY INSURANCE**

The Board will provide a minimum of \$1,000,000 of liability insurance for each administrator. Additionally, the administrator will be provided with a minimum of \$1,000,000 of liability insurance for personal cars used by the administrator while on authorized school business.

### **9. MILEAGE REIMBURSEMENT**

Each July 1, the mileage reimbursement rate will be established at the Internal Revenue Service rate. Upon submission of travel/mileage statements, work-related travel will be reimbursed at the established IRS rate.

### **10. ADVANCED EDUCATIONAL DEGREES**

If an administrator has completed a Master's Degree or higher he/she will receive an additional annual stipend of \$1525.

## **11. SICK DAYS**

Administrators regularly employed by the District shall be allocated thirty (30) sick leave days at the beginning of the contractual year. Sick leave will not be cumulative. From the annual allotment, a maximum of ten (10) sick leave days may be used for illness in the immediate family (husband, wife, son, daughter, parents, or dependents).

## **12. BEREAVEMENT DAYS**

A maximum of three (3) days of bereavement leave may be used for a death of a spouse, the individual's parents, siblings, or child. (This includes step relatives and in-laws). Bereavement Leave, meeting the above definition, will not be charged against the administrator's sick days.

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. These days will be deducted from the administrator's sick days. For relatives listed in the paragraph above, a total of eight days (3 not deducted from sick days and 5 deducted from sick days) may be used.

## **13. APPROVED LEAVE DAYS**

Upon approval of your supervisor, 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.

## **14. INCENTIVE DAYS**

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.

## **15. SICK BANK**

After 30 days of illness, the administrator will be covered at 80% of his/her salary up to one year. If the member has depleted his/her sick bank, the member will be able to qualify after 24 days of illness.

## **16. LEAVES OF ABSENCE - UNPAID**

A leave of absence (leave) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military, or other approved reasons. If an employee finds that he/she must be out of work for more than five (5) days, he/she should contact the Human Resources department to request a leave of absence.

While on leave, an employee must contact the Human Resources department at least every 30 days. This provision does not apply to employees taking Family and Medical Leave Act (FMLA) leave. Employees taking FMLA leave should consult the documents they are provided for FMLA leave or should discuss such notification or certification issue with Human Resources.

## **17. LEAVE DAY AND SALARY ADJUSTMENT DUE TO PRO-RATED CONTRACTUAL YEAR**

An employee leave days and salary are provided to employees when they are hired and at the start of each new fiscal year on July 1. If you begin employment or leave employment during the contractual year, you will have your leave days and contractual salary pro-rated in accordance with days worked. If you have used all of your leave days for the year and you do not finish working the contractual year, a pro-rated wage adjustment will be made in your final paycheck.

## **18. INSURANCE/BENEFITS**

At the time of hire and during open enrollment each year you will be given a YOUR BENEFITS GUIDE for your administrative group. The YOUR BENEFITS GUIDE will be updated and reissued and is subject to change.

## **19. HEALTH INSURANCE**

Rochester Community Schools provides its regular full-time administrators with health insurance for themselves and eligible dependents. Health plan benefits for eligible employees and their dependents are described in detail in Your Benefits Guide for your administrative group. This document can be found on the Human Resources/Benefits web page.

Administrators are eligible for Family Medical Leave (FMLA), Paid Medical Leave (PMLA) and continuation of benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Information about these benefits are set forth in Your Benefits Guide.

## **20. PAYMENT IN LIEU OF HEALTH INSURANCE BENEFITS**

If the administrator does not take the Board paid health insurance benefits, he/she will be eligible for payment in lieu of health benefits. Information regarding this payment is set forth in the Your Benefits Guide for your administrative group.

## **21. OTHER BENEFITS – Dental, Vision, Life, Long Term Disability**

The district provides administrators dental, vision, life and long-term disability insurance. Please refer to Your Benefits Guide for your administrative group for specific information.

## **22. BENEFIT CONTINUATION**

In the event of the death of an administrator, all salary and fringe benefits will continue for three (3) month from the employee's death. The salary will be paid to the beneficiary indicated on the term life insurance form.

## **23. RETIREMENT BENEFITS**

All Rochester Community Schools' employees are required by law to participating in a plan offered by the Michigan Public School Employees Retirement System (MPERS). Retirement pension and tax deferred savings plans/benefits are established by MPERS.

**24. BOARD OF EDUCATION PROVIDED TAX SHELTERED COMPENSATION**

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

1. The District will pay the full amount of the tax-sheltered income on the payroll check prior to November 2 of each year.
2. The administrator must select a Board approved 403(b) tax sheltered plan for the monies to be contributed to.
3. Administrators on a leave of absence for any reason, or not employed on the date the tax-sheltered compensation is paid, will not receive this benefit.

**25. LONGEVITY PAYMENTS**

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

5 to 9 years of continuous service	\$1,865
10 to 15 years of service	\$2,065
16 to 19 years of service	\$2,265
20 to 24 years of service	\$2,465
25 or more years of service	\$2,665

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.

**26. VACATION**

Vacations will be granted based on years of continuous employment with the District as follows on July 1 of each year:

	<b>12 Month Employees</b>
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 February 1st following the contract year or else forfeited. Annually each administrator is encouraged to use at least five (5) vacation days during the Winter or Spring vacations.

**27. TERMINAL LEAVE PAYMENT**

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.

**28. RETIREMENT PAYMENT**

An administrator who elects to retire may be eligible to receive a retirement payment as follows if certain eligibility requirements are met:

<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’s 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 this payment. 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:

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