

Monroe-Gregg School District



GENERAL INFORMATION AND PROCEDURES
FOR
CLASSIFIED STAFF
AND
ADMINISTRATIVE EMPLOYEES

Board Approved 12/12/2022

GENERAL INFORMATION AND PROCEDURES

EMPLOYMENT RECOMMENDATIONS:

Administration will review applications and make recommendations to the Board of School Trustees to fill vacancies and new positions as they occur. All potential employees are required to complete a criminal background check. For the mandatory 5 year criminal background check after employment, the corporation will absorb this cost.

CONTRACTS:

Contracts are written for administrators.

PAY:

Pays are made bi-weekly on every other Friday during the year. Employees are required to use direct deposit. Any salary increases due to years of experience will take effect January 1, following anniversary date (first working day) unless otherwise specified by Board action.

OVERTIME:

Overtime for hourly non-exempt employees shall be paid at a rate of one and one-half times the employee's regular rate of pay for each hour worked in a workweek in excess of forty (40) physical hours worked.

Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from a supervisor may be subject to offensive actions.

FLEXTIME:

Flex time for hourly non-exempt employees shall be used and trued up during the 7 day work week in which it occurred. No more than three hours per week of flextime will be allowed. Any time over three hours must be taken as a half day of work and will not be allowed to make up. "Workweek" is defined as a seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m.

Flexitime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who exercise flexitime without prior approval from a supervisor may be subject to disciplinary action.

COMPENSATION TIME:

Compensation time is not recognized at Monroe-Gregg School District.

WITHHOLDINGS:

Withholding of social security taxes will be made according to law and other withholdings will be made pursuant to employee signature.

SOCIAL SECURITY:

All employees of the Old Age and Survivors Insurance Benefit Program.

DISCIPLINE PROCEDURES:

A support staff employee may be given warning or reprimands by their supervisor or building level administrator and may be suspended without pay for the same reasons that an employee may be terminated (see below).

TERMINATIONS:

Support staff employees may be dismissed by the Board of School Trustees for unsatisfactory work performance, insubordination, immorality, reduction in force, unsatisfactory attendance, or for any reason deemed appropriate.

Terminated administrators may request a hearing before the Board of School Trustees to appeal the termination.

260 DAY ADMINISTRATORS, DIRECTORS AND ADMINISTRATION OFFICE:

- Superintendent
- Assistant Superintendent
- Corporation Treasurer-Director of Finance
- High School Principal
- Transportation Director
- Athletic Director
- Maintenance Director
- Lead Bus Mechanic
- Outdoor Building & Grounds Director
- Administrative Assistant to Superintendent
- Assistant Corporation Treasurer
- Data Reporting Specialist & Benefits Coordinator
- Safety Director

260 DAY CLASSIFIED EMPLOYEES:

- Special Education Secretary
- High School Secretary
- High School ECA Treasurer
- All Custodian & Maintenance Staff
- Assistant Bus Mechanic
- Maintenance Assistant

220 – 240 DAY ADMINISTRATORS and DIRECTORS - Do not work school vacations

- Middle School Principal
- Elementary School Principal
- All Assistant Principals
- Special Education Director
- Alternative School Director

204 - 220 DAY CERTIFIED & CLASSIFIED EMPLOYEES - Do not work school vacations

- High School & Middle School Counselors
- Middle School Secretary
- Middle School ECA Treasurer
- Elementary Secretary

184 - 200 DAY CLASSIFIED EMPLOYEES - Do not work school vacations

- Elementary ECA Treasurer
- School Nurses
- Athletic Secretary
- Communication Auditorium Coordinator

180 -183 DAY CLASSIFIED EMPLOYEES - Do not work school vacations

- All Aides
- All Bus Drivers
- In School Suspension Supervisor
- Guidance Secretary

DENTAL INSURANCE:

The corporation contribution for bus drivers and employees working 30 hours or more per week or more than 120 hours per month: Single Plan = \$14.17 monthly Family Plan = \$14.17 monthly

Certified Administrators and Directors: Single Plan = \$1.00 annually Family Plan = \$1.00 annually

ATTENDANCE & TARDY POLICY

ATTENDANCE AND TARDY POLICY:

Employees are expected to report to work each day and be on time. Supervisors or building level administrators will monitor attendance. Poor attendance could lead to disciplinary action up to and including termination.

• **Notification of Absence or Tardy**

All employees are required to report their absence on each day of the absence, no later than one (1) hour prior to the start of their assignment. When “calling in” the employee must call their supervisor. Failure to notify the supervisor of an absence will result in a “No Call/No Show”. Failure to notify the supervisor of a tardy will result in disciplinary action against the employee. Tardy is defined as arriving eight (8) or more minutes after the established start time. Do not leave a message with another employee. In case of an emergency beyond the control of the employee, the employee may be asked to show evidence, which can be verified by the school.

• **Excused Absences**

Absences, tardies, or leaving work early for any of the following reasons shall be excused:

- a) Approved Bereavement Leave
- b) Approved leave of absence for Military Service
- c) Jury duty or compulsory Court Appearance (excused for only that part of the day at which they are actually in court or in route to and from)
- d) Approved Medical Leave
- e) Approved FMLA, if applicable
- f) Work related injury
- g) Excused from work due to “lack of work”

Employees who shall be absent for any one of the foregoing reasons may be asked to present satisfactory evidence to substantiate their claim for the absence. If due to the employee’s medical condition and it is not possible to furnish the evidence of the need for medical leave prior to beginning such leave, the evidence must be supplied to the school as soon as reasonably possible.

• **Serious Illness**

In the event of a serious illness, resulting in absence from work for more than three (3) consecutive days, a physician’s statement shall be required. If a doctor’s note is not provided, the employee may not be allowed to return to work until such documentation is provided.

If the employee knows they will be absent for three (3) or more days, the employee must notify their supervisor or building level administrator for approval. This is subject to the leave being approved in advance of the absence or certification that employee was unable to return to work due to medical reasons. The school retains the right to have the absence verified by an independent medical authority of its choosing. This would be considered non-FMLA, depending on the circumstances.

• **No Call/No Show**

Failure to report for work or notify of an absence, will be subject to disciplinary action.

• **Disciplinary Action**

Failure to comply with the above attendance and tardy policy will encounter the following warnings and/or termination from employment.

- 1st Offense: Verbal Warning
- 2nd Offense: Letter of Reprimand
- 3rd Offense: Disciplinary action including suspension up to termination

HOLIDAYS & TIME AWAY BENEFITS AND PROCEDURES

HOLIDAYS:

Paid annually for twelve month (260 day) employees only. If any holiday is needed as a snow make up day for in person student learning, employees are required to report for work.

New Year's	2 days
MLK Day	1 day
President's Day	1 day
Memorial Day	1 day
July 4th	1 day
Labor Day	1 day
Fall Break	2 days
Thanksgiving	3 days
Christmas	2 days

SPRING BREAK:

The Monroe-Gregg School District will exercise a mandatory shutdown during Spring Break. This includes; administrators, custodians and all 260 day employees. Special provisions will be provided for Maintenance, Mechanical, and Payroll if work is required. Board approved annual school calendar determines number of days. (Board approved 12/8/2003)

2 HOUR DELAYS & EARLY RELEASE TIME:

The Board waives all 2 Hour Delay and Early Release Time for all employees unless required by their supervisor or building level administrator. (Board approved 3/10/2014)

NON-STUDENT DAY WORKING HOURS:

Administrators and directors will determine non-student day working hours. Working hours for when students are not in session may vary. Hour changes should be posted at the main entrance of each building.

PERSONAL DAYS:

180-240 Day Employees	Two (2) days annually accumulating to three (3)
260 Day Employees	Three (3) days annually accumulating to six (6) days

Personal days will be assessed in increments of a half or full day. Personal days will be prorated for any new hire or employee resigning or terminated from employment mid-year. At the end of the year, unused personal days that exceed the established accumulative balance limit shall convert to sick days.

SICK DAYS:

180-240 Day Employees	Eight (8) days annually accumulating to 120 days
260 Day Employees	Ten (10) days annually accumulating to 120 days

Sick days will be assessed in increments of a half or full day. Sick days will be prorated for any new hire or employee resigning or terminated from employment mid-year. Employees may be asked to submit medical documentation upon the third (3rd) day of a consecutive absence.

- **Annual Buy Down of Leave Days**

The new maximum accumulation of leave days shall be one hundred and twenty (120) days. If an employee reaches the cap of one hundred and twenty (120) days in any given year, that employee shall also receive the annual allotment of eight/ten (8)/(10) days. Unused leave days will be available to be sold in the Annual Buy Down.

The Board will buy such unused leave days at the end of each calendar year at the rate of forty- five dollars \$45.00 per day for an employee with an unused leave accumulation of more than one hundred and twenty (120) days. No deductions will be made for FICA or any other tax. The money shall be deposited into the individual employee tax shelter annuity that is currently being used by the Monroe-Gregg School District. Said funds shall be immediately vested.

An employee who leaves the corporation after ten (10) cumulative years of full-time employment may elect to receive pay of \$45.00 per day for each unused sick leave day, up to one hundred twenty (120) days.

Note: This provision is not applicable to any employee who is terminated by the Board. (Board Approved 3/9/2015)

CATASTROPHIC ILLNESS LEAVE BANK:

Enrollment forms are available at the Administration Office.

VACATION:

Only twelve (12) month 260 day employees are eligible for vacation. One week of vacation will be awarded upon completion of the anniversary date of one year. Vacation days will be awarded the pay date following the first working day. Thereafter, January 1 shall be designated as the beginning date of the vacation year and shall be awarded as follows:

- o Two (2) weeks after the second full year of employment.
- o Three (3) weeks after the fifth full year of employment.
- o Four (4) weeks after the fifteenth full year of employment.
- o Four (4) weeks for Administration Office Personnel, Certified, and Classified Administrators.

Vacation days do not accumulate. All vacation time not used by the end of the coordinating (calendar/fiscal) year will be forfeited. Vacation days will be prorated for any new hire or employee resigning or terminated from employment mid-year. Vacation days will be assessed in increments of a half or full day.

BEREAVEMENT LEAVE:

As per the master contract with the Teacher's Association, which reads as follows:

(1) Each employee shall be granted six (6) paid work days of absence after a death in the immediate family. These days need not be used consecutively, but must be used within six (6) months* of the death, unless the employee provides written proof that he/she is the executor of the relative's estate, in which case the leave must be used within one (1) calendar year of the death. In the event of a multiple death involving spouse and/or children, two (2) additional days will be allowed.

(2) The "immediate family" is interpreted to include spouse, father, mother, step-parents, son, daughter, sister, brother, step-sister, step-brother, grandparent, mother-in-law, father-in-law, grandchildren, and stepchildren, son-in-law and daughter-in-law. These days are above and beyond sick and emergency days. The term "immediate family" will also include miscarriage of an employee's unborn child.

(3) Each employee shall be granted one (1) work day of absence after a death in the extended family. The "extended family" is interpreted to include aunt, uncle, niece, nephew, brother-in-law, sister-in-law, and first cousin.

*If employment from Monroe-Gregg School District ends before the six month bereavement period, unused bereavement days shall not be paid out.

MATERNITY LEAVE:

In accordance with Federal Law, up to one (1) year.

PATERNITY LEAVE:

Upon the birth of a child, the father who is an employee, shall be granted up to three (3) consecutive days of sick leave which will not be charged against the employee's available sick leave and shall commence on the first day following the birth of the child.

For additional information on policies and guidelines regarding Fair Labor Standard Act (FLSA), please refer to the Monroe-Gregg District website at www.m-gsd.org or contact the Administration Office.

SUMMARY OF SUBSTITUTE PAY

Educational Substitute Teacher	\$80.00 daily rate
Educational Substitute Teacher (Higher Education Degree)	\$90.00 daily rate
Educational Substitute Teacher (License)	\$110.00 daily rate
Driver Training (Bus)	\$25.00 per hour
Sub- CDL Bus Driver	\$40.00 per route
Bus Monitor	\$25.00 per route
Activity Bus Driver	\$35.00 per route
Bus Driver- ECA & Field Trips	\$15.00 per hour per trip Minimum of \$25.00 per trip

ALL CHANGES OUTSIDE OF THIS HANDBOOK REQUIRE BOARD ACTION.

Acknowledgement of Handbook

- I have received a copy of the Classified and Administrative Handbook.
- I have carefully and thoroughly read all policies and procedures.
- I have had an opportunity to have my questions answered with regards to the Classified/Administrative handbook, benefits, insurance options, and coverage.

Name (Please Print)

Date

Signature