

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

**EXECUTIVE ASSISTANT  
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. 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.

**2. 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.

**3. OVERTIME**

Time worked by executive assistants beyond forty (40) hours/week will be considered overtime and will be paid at the rate of time and one-half. Time worked by executive assistants on Sundays and holidays will be paid at double time. All overtime must be approved in advance.

**4. EXTRA PAY FOR BOARD MEETINGS**

Board meeting compensation for the Executive Assistant to the Superintendent, Executive Assistant to the Deputy Superintendent for Teaching and Learning, the Executive Assistant to the Deputy Superintendent for Business Affairs and the Human Resources Executive Assistant will be \$50 hourly rate.

**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 Executive Assistant.

**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 Executive Assistant has completed a BA/BS or higher he/she will receive an additional annual stipend of \$750.

**11. 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.

**12. SICK DAYS**

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

**13. 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 executive assistant'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 executive assistant'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.

**14. APPROVED LEAVE DAYS**

Upon approval of your supervisor, 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 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.

**15. INCENTIVE DAYS**

Each executive assistant 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 executive assistant's sick bank.

**16. SICK BANK**

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.

**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 executive assistant 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. Executive Assistants 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 executive assistant 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 executive assistants 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 executive assistant, 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 executive assistant 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 executive assistant must select a Board approved 403(b) tax sheltered plan for the monies to be contributed to.
3. 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.
4. Executive assistants 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 executive assistant's base 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

**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 1<sup>st</sup> following the contract year or else forfeited. Annually each executive assistant 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 in the capacity of an executive assistant, if resigning.

**28. 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	\$3,000.00
10 years	\$5,000.00

**29. SPECIAL PAY PLAN**

The Board will provide a Special Pay Plan (IRS Section 401 (a)) 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. 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

**30. 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.