

MADRID COMMUNITY SCHOOL DISTRICT

CLASSIFIED STAFF

HANDBOOK

2018-2019

AGREEMENT

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INTRODUCTION

The purpose of the information contained herein is designed to:

1. Inform classified staff employees of fringe benefits, compensation, and employer expectations of various job categories.
2. Set forth employer procedures to be used in supervising and evaluating support staff employees.
3. Insure uniformity of administration.
4. The material presented is not intended as all-inclusive in the area of job procedures. Modifications may be made as significant situations arise that need to be set forth in writing. Compensations and fringe benefits shall be reconsidered annually.

HOURS OF WORK

1. HOURS: The employer shall establish the hours of work. These hours may be changed for the regular school year and summer work schedule. The full time employee workday shall be eight (8) or seven and one half (7 1/2) hours **exclusive of lunch**, but shall include a morning and afternoon break of fifteen (15) minutes.
2. TIME SHEETS: Time sheets will show all and only time actually worked. On leave days, such as personal illness, personal business, holiday, vacation, etc., you will indicate that type of leave on that day of the time sheet. **Time sheets will not be accepted or processed if they are not signed by the employee, sum of all hours are totaled, and authorized by an administrator/supervisor, when turned into the business office.** Time sheets need to be received in the business manager's office on the 1st day of each month. The pay period runs from the 1st work day of the month to the last work day of each month.
3. OVERTIME: All overtime must be approved by the administration before it is performed. Normally, compensatory time will be given for approved overtime. Overtime will be approved for emergency situations, only.
4. COMP TIME: Sixty (60) hours of comp time may be carried over at the end of the fiscal year. All other hours will be paid out.
5. MEETINGS: Employees shall attend such meetings and other activities called by the administration for coordinating the work of employees in the school system.

WAGES AND SALARIES

1. METHOD OF PAYMENT: Payment shall be made on the 20th day of each month. Employees shall receive their direct deposit via email to the address provided to the district office with the following exception:
 - When a date falls on or during the school holiday, vacation, or weekend, employees shall receive their email direct deposit notification on the last previous working day.
2. FINAL PAY: When employment with the district is discontinued either for reasons of completing a contract period or final separation, final pay will be received on the 20th of the following month.
3. SALARY DETERMINATION: Salaries shall be set by the Board of Education.
4. TRAVELING EXPENSES: Employees who use their personal automobile will be reimbursed for school connected travel approved by the administration at the rate of thirty-five cents (35¢) per mile. (When a school vehicle is available for use, the employee will not be reimbursed for using their vehicle.) Mileage will not be paid for going to and from work.

VACATIONS

GENERAL INFORMATION: Twelve (12) month employees only - Prorated as to date of hire:

1. One (1) week vacation first year of employment
2. Two (2) weeks vacation years 2 to 9 of employment
3. Three (3) weeks vacation years 10 to 19 of employment
4. Four (4) weeks vacation years 20 and beyond of employment

The administration shall work with the custodians in developing a vacation schedule that makes for provision for keeping each attendance center open.

One (1) float day (12 month employees only) will be given each year to be used in conjunction with any holiday and may not be accumulated from one year to the next.

Classified employees (12 month employees only) with unused vacation will be allowed to carryover one week (5 days) of vacation and the balance will be paid out prior to the end of the fiscal year.

HOLIDAYS

1. PAID HOLIDAYS: Classified personnel who work twelve months a year will be allowed six paid holidays, if the holidays fall on a regular working day. The six holidays shall be New

Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Classified personnel, whether full time or part time, shall have time off in concert with the school calendar. If an employee works on a holiday, he/she will be paid time and one-half for all hours worked.

2. ELIGIBILITY: Twelve (12) month employees shall be eligible for holiday pay if he/she would have been scheduled to work on that day and if he/she worked the last scheduled day prior to the holiday and the next scheduled day following unless excused by the superintendent.
3. PAY SCALE: Eligible employees who perform no work on a holiday shall be paid at their usual hourly rate based on the number of hours they normally work.

INSURANCE

HOSPITAL AND MAJOR MEDICAL INSURANCE

1. The Employer's contribution for Hospital and Major Medical Insurance will be set by the board of education for each regular full-time Employee who qualifies. Employees must work at least 30+ hours weekly to qualify for hospital and major medical insurance. Insurance contributions begin the 1st day of the month after the date of hire.
2. If the monthly premium is less than what the board of education sets, the cash difference should be applied toward family insurance or paid to the employee.
3. The Hospital and Major Medical Insurance coverage will be comparable in benefits to the coverage provided during the previous school year.
4. The Employer shall select the insurance carrier and reserves the right to change carriers at its discretion.
5. The Employer shall provide each new Employee a description of the insurance coverage provided.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT

1. Regular full-time Employees, at least 30+ hours weekly, shall be covered by a thirty thousand dollar (\$30,000.00) term life insurance policy paid for by the Employer.
2. The Employer shall select the insurance carrier and reserves the right to change carriers at its discretion.

DISABILITY

1. Regular full-time Employees, at least 30+ hours weekly, shall be covered by a long-term accident and sickness disability insurance policy paid for by the Employer.

- The maximum monthly income benefit will be per insurance policy.

Maximum Benefit Period (For Sickness or Injury): The Insured Person’s Social Security Normal Retirement Age, or the Maximum Benefit Period shown below (whichever is later).

<u>Age at Disability</u>	<u>Maximum Benefit Period</u>
Less than Age 60	To Age 65
60	60 months
61	48 months
62	42 months
63	36 months
64	30 months
65	24 months
66	21 months
67	18 months
68	15 months
69 and over	12 months

- A ninety day (90) qualifying period must be completed before any disability payments are made, or the expiration of sick leave, which ever comes later.
- The Employer shall select the insurance carrier and reserves the right to change carriers at its discretion.

DURATION OF INSURANCE CONTRIBUTION

- Hospital, Major Medical, Life Insurance, and Long Term Disability premiums paid for by the Employer will cease when an Employee is on unpaid leave of absence.

CLAIMS AGAINST THE SCHOOL DISTRICT

- It is understood that the Employer’s only obligation is to provide insurance coverage and pay premiums as agreed to herein and no claim shall be made against the Employer as a result of a denial of insurance benefits by an insurance carrier.
- The insurance carrier has specifically stated that an Employee will be allowed to make premium payments for one (1) year only if granted unpaid leave of absence is approved by the Board of Education. The Employee will be covered only by Hospital and Major Medical Insurance and Life and Accidental Death and Dismemberment. Disability will not be covered since this insurance covers income and the Employee is not being paid by the Employer.

LEAVES OF ABSENCE

SICK LEAVE

1. Regular full-time Employees, at least 30+ hours weekly, will be granted leave of absence for employee illness or injury with full pay in the following amounts:

1st year of employment	-----	10 work days
2nd year of employment	-----	11 work days
3rd year of employment	-----	12 work days
4th year of employment	-----	13 work days
5th year of employment	-----	14 work days
6th year and subsequent years of employment	-----	15 work days

2. Regular part-time Employees, under 30 hours weekly, will be granted leave of absence for employee illness or injury with full pay in the following amounts:

1st year of employment	-----	5 work days
2nd year of employment	-----	5.5 work days
3rd year of employment	-----	6 work days
4th year of employment	-----	6.5 work days
5th year of employment	-----	7 work days
6th year and subsequent years of employment	-----	7.5 work days

3. Regular full-time employees unused sick days shall be cumulative to a maximum of ninety (90) workdays.
4. Regular part-time employees unused sick days shall be cumulative to a maximum of forty-five (45) workdays.
5. The Employee shall notify the Employer in advance in cases where the Employee anticipates an illness or temporary disability, which may result in an absence of more than three (3) consecutive workdays. When an illness leave will be greater than three consecutive days, the employee shall comply with board policy regarding family and medical leave.
6. In order to qualify for payment, the Employer has the right to require such evidence, as it deems necessary to substantiate the absence. It shall be the Employee's responsibility to notify the Employer at the earliest reasonable time possible so as to allow adequate time to secure a substitute.
7. Sick leave cannot be used where deferment of medical treatment would be possible at a time other than during the school year.

8. The minimum amount of sick leave request that can be granted is one half (1/2) workday.
9. All accumulated sick leave is forfeited upon the termination of employment.
10. The Employer may require such reasonable evidence, as it may desire confirming the necessity for any sick leave.
11. Employees shall be given a personal copy of a written accounting of accumulated sick leave days no later than October 1 of each school year.

FAMILY EMERGENCY LEAVE

1. Regular full-time Employees, at least 30+ hours weekly, may be granted up to ten (10) paid days per year of emergency family leave, with administrative approval, for an employee to care for his/her sick spouse, child, mother, father, mother/father-in-law, grandchild, grandparent, step-mother, step-father or step child.
2. Regular part-time Employees, under 30 hours weekly, may be granted up to five (5) paid days per year of emergency family leave, with administrative approval, for an employee to care for his/her sick spouse, child, mother, father, mother/father-in-law, grandchild, grandparent, step-mother, step-father or step child.
3. Regular full-time Employees, at least 30+ hours weekly, may be granted up to three (3) paid days per year of emergency family leave for an end of life circumstance, if all family medical leave and personal business days have been exhausted, with superintendent approval, for an employee to care for his/her sick spouse, child, mother, father, mother/father-in-law, grandchild, grandparent, step-mother, step-father or step child.
4. Regular part-time Employees, under 30 hours weekly, may be granted up to one and one-half (1.5) paid days per year of emergency family leave for an end of life circumstance, if all family medical leave and personal business days have been exhausted, with superintendent approval, for an employee to care for his/her sick spouse, child, mother, father, mother/father-in-law, grandchild, grandparent, step-mother, step-father or step child.
5. Family emergency leave is not cumulative from one contract year to the next.
6. This leave will be deducted from the employee's accumulated sick leave.

PERSONAL BUSINESS LEAVE

1. Regular full-time Employees, at least 30+ hours weekly, may be granted up to two (2) paid days of personal business leave to be granted at the discretion of the Superintendent and/or his/her designated representative.

2. Regular part-time Employees, under 30 hours weekly, may be granted up to one (1) paid day of personal business leave to be granted at the discretion of the Superintendent and/or his/her designated representative.
3. No personal business leave for less than one half (1/2) workday will be granted.
4. Regular full-time Employees who do not use both days of their personal business leave will be allowed to carry two (2) days over to the next school year. Employees will not be able to accumulate more than four (4) days.
5. Regular part-time Employees who do not use their personal business leave will be allowed to carry up to one day over to the next school year. Employees will not be able to accumulate more than two (2) days.
6. At least three (3) school days advance request shall be made to the appropriate administrator except in emergency situations.
7. Normal use of personal business leave must be for a purpose, which can not be accomplished during non-school days or during non-school hours.
8. No more than two (2) employees per building will be permitted to use personal business leave on the same day.
9. Personal business leave shall not be utilized as a vacation and will not be granted immediately preceding or following a regularly scheduled vacation period nor during the first or last contracted seven (7) days of school.

BEREAVEMENT

1. Regular full-time Employees, at least 30+ hours weekly, may be granted up to five (5) days leave per occurrence without pay deduction in the event of the death of the Employee's spouse, child, mother, father, step-mother, step-father or step child.
2. Regular part-time Employees, under 30 hours weekly, may be granted up to two and one-half (2.5) days leave per occurrence without pay deduction in the event of the death of the Employee's spouse, child, mother, father, step-mother, step-father or step child.
3. Regular full-time Employees, at least 30+ hours weekly, may be granted up to three (3) days leave per occurrence without pay deduction in the event of death of other members of the Employee's immediate family to include: mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, and son-in-law. Also grandparents and grandparents-in-law, and grandchildren.

4. Regular part-time Employees, under 30 hours weekly, may be granted up to one and one-half (1.5) days leave per occurrence without pay deduction in the event of death of other members of the Employee's immediate family to include: mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, and son-in-law. Also grandparents and grandparents-in-law, and grandchildren.
5. Regular full-time Employees, at least 30+ hours weekly, may be granted up to one (1) day leave per occurrence without pay deduction to attend the funeral of a relative or participate in a funeral service.
6. Regular part-time Employees, under 30 hours weekly, may be granted up to one-half (.5) day leave per occurrence without pay deduction to attend the funeral of a relative or participate in a funeral service.
7. Bereavement days must be used within 90 days of the death of the above listed family members.
8. Bereavement leave is not cumulative from one contract year to the next.

ABSENTEE REPORT

After an absence from work, report to the building administrator to complete an absentee report for the business office.

UNPAID LEAVE

In the event that an Employee requests a leave of absence from work without pay, said request will be made in writing, stating the reason(s) and sent to the Superintendent. The Superintendent will consider each request on its individual merits before rendering his/her decision.

In the above listed leaves of absence, only compensable workdays missed will be paid for by the Employer.

The decision of the Superintendent regarding any of these provisions is final.

HEALTH AND SAFETY MATTERS

The Employer will attempt to provide a safe place of employment for all Employees. Employees are encouraged to be alert for unsafe conditions and practices and to report these immediately to the Employer.

Employees shall observe all rules and regulations established by the Employer for the protection of life, limb, and health, and for the preservation of School District property.

All personnel of the school are required to submit evidence from a medical doctor indicating that they are free of communicable disease and otherwise in good physical health at the time of initial employment with the District. New Employees will pay for their initial physical examination.

If for any reason the health factor of an individual is of concern, the Employer reserves the right to request that a physical examination be administered at its expense by a medical doctor of its choice. Reports of such examination shall be completed on forms supplied by the school and available through the office of the Superintendent.

LAYOFF PROCEDURE

The Employer has sole discretion to determine the necessity for an implementation of a layoff of the work force. Except in cases of emergency, notice of layoff will be given at least fourteen (14) days in advance of the layoff, or fourteen (14) days pay in lieu thereof. If a layoff is deemed necessary, the employer shall base his/her decision on the relative skill, ability, competence, qualification and experience

DISMISSAL PROCEDURE

Employee contracts/work agreements may be terminated by either party by giving fourteen (14) days written notice, provided, however, this provision shall not in any way affect the right of the District, if it so elects, to terminate the contract/work agreements for proper cause.