

Hartford Public Schools

Support Staff

Benefits and Salary Schedule

2018-2019

Hartford Public Schools Support Staff Agreement 2018-2019

1. SICK LEAVE PROVISIONS

- A. DAYS GRANTED - At the beginning of each school year, salaried employees shall be granted sick days, which will be allowed to accumulate, according to Schedule B of this agreement. Sick leave shall be earned at a rate of one (1) day per month up to the maximum.
- B. PHYSICIAN REPORT - The Board of Education may request a physician's report if the employee is absent for two (2) or more consecutive days.
- C. USES - Sick days may be used for:
 - 1. Sickness in the immediate family (spouse, children, parents, grandparents, brothers, sisters, mother-in-law, father-in-law, step-children and step-parents).
 - 2. Death in the immediate family (as defined in number 1 above) or when the situation warrants with approval of the superintendent.
 - 3. Other extreme emergencies, if approved by the superintendent.
- D. LENGTH OF DAY - Each sick day shall be equivalent in time to the employees contracted work day.
- E. In the event an employee retires from the Hartford Public Schools so as s/he is eligible for full retirement benefits under the Michigan Public Schools Retirement System, the employee will receive payment for 15% of the total accumulated, but unused, sick days at their current scheduled hours/day rate of pay.
- F. NO PROVISION - Personnel who are listed in Group V on Schedule B and the salary schedule are not provided sick days as they are employed with the understanding they are paid only for the time they work.

2. PERSONAL DAYS

- A. DAYS GRANTED - All salaried employees shall be entitled to three (3) personal leave days per year, accumulative at the rate of one (1) per year to a total accumulation of four (4). See Schedule B of this agreement.
- B. PRIOR NOTICE - Written request for a personal day or days shall be received by the employee's immediate supervisor at least twenty-four (24) hours prior to the date of leave, except where an emergency prevents the twenty-four (24) hours written notice.
- C. PURPOSE - Personal days shall be considered for such types of activities which cannot ordinarily be conducted outside of the normal working day.

- D. LENGTH OF DAY - Each personal day shall be equivalent in time to the employee's contracted work day.
- E. Employees who have accumulated four (4) personal days at the end of the year shall be allowed to transfer up to two (2) days into their accumulated sick leave days.
- F. NO PROVISION - Personnel who are listed in Group V on Schedule B and the salary schedule shall not be provided any personal days as they are employed with the understanding they are paid only for the time they work.

3. **MATERNITY LEAVE**

It is understood that disability due to maternity will be treated as any other illness or disability for sick leave purposes. Employees that become pregnant are required to notify the Employer of the projected date of confinement and in addition thereto are required to provide a medical statement from their physician as to their ability to continue work. It is understood that the requirement for the statement from the physician as to their ability to continue work is necessary for the health and safety of the employee and for the unborn child. If special conditions exist due to the pregnancy that the employee and her physician are aware of that might cause the employee to be unable to perform services, the Employer requests that the employee through the physician make these conditions known to the Employer so that arrangements may be made for the protection of the employee as well as for the smooth operation of the employee's duties.

4. **FAMILY MEDICAL LEAVE**

A leave of absence of up to twelve (12) weeks during any twelve (12) month period, as defined in the Federal Family and Medical Leave Act (FMLA) of 1993, shall be granted to any employee who has worked a minimum 1250 hours in the preceding twelve (12) months, pursuant to the FMLA, for any of the following purposes:

- A. The birth or placement for adoption or foster care of a child;
- B. Because of a serious mental or health condition of a spouse, son, daughter, or parent of the employee (as defined in the FMLA of 1993);
- C. Because of the employee's own serious health condition;
- D. The care of a child under the age of 18, or an older child, incapable of self-care because of a mental or physical disability.

If the leave is taken for medical reasons, the Board may require medical certification pursuant to the FMLA.

At the option of the employee and with the employer's consent, a family leave may be taken on an intermittent or reduced schedule basis for the serious health condition of the employee or the prescribed family members cited in (B) or (C) above.

The employer shall continue all health benefits during the twelve (12) week leave. If the employee fails to return from leave at its expiration, except in the event of the continuance, onset, or recurrence of a serious health condition of the employee, other circumstances beyond the employee's control, or the extension of the unpaid leave, the Board shall have the right to recover all premium payments made during the unpaid leave interval.

The employee may choose to utilize paid sick leave, personal leave, and/or vacation leave for all or part of the duration of the leave where otherwise authorized by this Agreement or as additionally authorized by the employer. The employer may require the employee to exhaust paid leave as part of the FMLA leave.

Upon return, the employee shall be returned to the position held at the beginning of the leave consistent with the Act.

5. **EXTRA PAY FOR EXTRA DUTY**

- A. CAFETERIA - Cafeteria personnel will be paid at the rate of time and one-half (1-1/2) for over forty (40) hour week. Time and one-half (1-1/2) will be paid when facilities are rented by outside groups during non work hours that require district staffing.

6. **VACATION SCHEDULES**

A. TWELVE MONTH EMPLOYEES ONLY:

Hired before 7/1/18

1-4 Years:	2 Weeks
5-8 Years:	3 Weeks
9-11 Years	4 weeks
11+ Years	5 Weeks

Hired after 7/1/18

Year 1	1 week
Years 2-5	2 weeks
Years 6 +	3 weeks

- B. OTHER PERSONNEL - According to specified contract terms.

- C. VACATION DATES - All vacations to be taken between school adjournment in the spring and the first day of school in the fall unless expressly granted upon special request.

- D. VACATION TIME - Cannot be carried over from year-to-year nor is it accumulative.

E. VACATION SCHEDULES

1. Hired before 7/1/18

- a. Vacation time is prorated for the 1st year, 5th year, 9th year, and 12th year to coincide with the summer months, unless the employee starts on the first day of his (her) contract year.

2. Hired after 7/1/18

- a. In the event an employee starts or leaves mid year, vacation time will be prorated based on the amount of days worked.

7. **PHYSICALS**

The superintendent of schools shall attempt to secure the services of a physician to provide physicals for all employees. The cost of this physical will be paid by the board.

8. **TB TESTING**

The cost of TB tests as required by the board will be paid by the board. If an employee requires an x-ray the cost of the x-ray will be reimbursed by the board upon receipt of a paid invoice.

9. **EMPLOYEE GROUPS**

For purposes of this agreement, employees are placed into groups determined by the number of hours contracted annually. The basis for grouping is 2080 hours annually for a twelve month, full-time employee.

The groups and categories are shown below:

		<u>Scheduled Work Days</u>
<u>Group I</u>	Central Office Staff	260
<u>Group II</u>	Building Secretaries	215
<u>Group III</u>	Head Cooks	181
	Cooks	181
<u>Group IV</u>	Assistant Cooks	As Assigned
	All Other Hourly Employees	As Assigned

10. **HOLIDAYS**

Group I

New Year's Eve Day
 New Year's Day
 Memorial Day
 Independence Day
 Friday before Labor Day
 Labor Day
 Day before Thanksgiving*
 Thanksgiving Day
 Full Day following Thanksgiving Day
 Christmas Eve Day
 Christmas Day
 Good Friday*

Group II

New Years Day
 Memorial Day
 Friday before Labor Day
 Labor Day
 Day before Thanksgiving
 Thanksgiving Day
 Day following Thanksgiving*
 Christmas Day
 Good Friday*

*If they become scheduled work days for teachers, it becomes a scheduled work day for Group I, II.

11. **HEALTH INSURANCE**

COVERAGE PROVIDED - Persons who enroll in the school sponsored health insurance program on a payroll deduction basis will be granted the board contribution indicated in Schedule A of this agreement. Employees choose one of the health insurance options available through the Van Buren County Health Insurance Consortium.

12. **DENTAL INSURANCE**

COVERAGE PROVIDED - Persons who enroll in the school sponsored dental insurance program on a payroll deduction basis will be granted the board contribution as follows: Group I 100%. Group II 80%. Group III 60%.

13. **VISION INSURANCE**

COVERAGE PROVIDED – Group I and II employees shall receive 100% board paid vision insurance.

MISCELLANEOUS

14. Professional organizational dues for food service staff will be paid when approved by the Food Service Director.
15. Approved professional development/workshop/class fees, meals and mileage will be paid by the Board of Education. Employees shall strive to car pool when possible.
16. Employees may use pre-tax dollars for insurance premium costs per the district section 125 Cafeteria Plan.
17. Building secretaries shall not be required to transport students in personal vehicles as part of their job responsibilities.
18. On days when school is not in session due to inclement weather, one administrative central office employee shall report to work on a rotating basis when they determine that conditions will allow them to travel to work safely. Administrative central office employees will not have their pay reduced for time missed on days school is closed or delayed. Administrative central office employees are to inform the Superintendent promptly when they are unable to report at regularly scheduled times.
19. Food service employees shall receive 10 free non-transferable non-replaceable athletic passes per year in their name to any Hartford Public School sponsored home activity.
20. Administrative secretaries will receive one day off on contract years when there are 261 working days. This day off must be approved in advance by their supervisor and must be used in the contract year with no carry over provision.
21. All food service employees will be offered a hearing exam at board expense through the board's occupational physician.
22. Administrative secretaries shall receive 100% board paid MESSA PAKB insurance benefits.

***Schedule A - Insurance Schedule**

The board will contribute the following percents of the monthly hard cap amounts towards employee's health insurance from July 1, 2018 till June 30, 2019. The medical benefit year is from January 1 till December 31. The Board's contribution shall increase per the annual statutory increase according to PA 152 on January 1st of 2019.

Employee Group		Employees hired before July 1, 2008	Employees hired on or after July 1, 2008
I	Single	100%	100%
	2 Person	100%	100%
	Family	100%	100%
II	Single	100%	
	2 Person	100%	
	Family	100%	
III	Single	76%	60%
	2 Person	76%	
	Family	76%	
IV		0	0

Schedule B - Sick Leave and Personal Business Day

Employee Group	Sick Days per Year	Sick Days Total Accumulative	Personal Days per Year	Personal Days Total Accumulative
I	10	100	3	1 Yearly to 4
II	9	100	3	1 Yearly to 4
III	8	75	3	1 Yearly to 4
IV	0	0	0	0 Yearly to 0

**Hartford Public Schools
Support Staff Salaries
2018-2019**

Secretaries

	Central Office (Group I)	Building (Group II)
Step 1	\$17.40	\$13.84
Step 2	\$18.40	\$14.70
Step 3	\$19.44	\$15.57
Step 4	\$20.52	\$16.47
Step 11	\$20.77	\$16.72
Step 15	\$20.89	\$16.84

Food Service

Head Cooks	Base	Level I	Level II	Level III
Step 1	\$14.87	\$15.17	\$15.47	\$15.78
Step 11	\$15.12	\$15.42	\$15.72	\$16.03
Step 15	\$15.37	\$15.67	\$15.97	\$16.28

Cooks	Base	Level I	Level II	Level III
Step 1	\$11.96	\$12.20	\$12.44	\$12.69
Step 2	\$12.30	\$12.55	\$12.80	\$13.06
Step 3	\$13.10	\$13.36	\$13.63	\$13.90
Step 4	\$13.84	\$14.12	\$14.40	\$14.69
Step 11	\$14.09	\$14.37	\$14.65	\$14.94
Step 15	\$14.34	\$14.62	\$14.90	\$15.19

Assistant Cooks	Base	Level I	Level II	Level III
Step 1	\$10.52	\$10.73	\$10.94	\$11.16
Step 2	\$11.60	\$11.83	\$12.07	\$12.31
Step 11	\$11.85	\$12.08	\$12.32	\$12.56
Step 15	\$12.10	\$12.33	\$12.57	\$12.81

For Food Service Employees, levels are available only to those employees who have completed training criteria established by the Board. Pay upgrades will occur effective the date the payroll department receives proof of completion