MOISD

SUPPORTING SCHOOLS AND STUDENT ACHIEVEMENT

2020-2021

Administrative Guidelines and Handbook for Non-Administrative Staff

Secretarial/Business
Custodial/Maintenance
CTE Paraeducators
Early On Home Visitor
GED Coordinator
GSRP
Title I
Truancy

Mecosta- Osceola Intermediate School District

JOB DESCRIPTION /QUALIFICATIONS

The Superintendent/designee will establish the job description and qualifications for each position.

GENERAL EXPECTATIONS OF ALL STAFF

Positive Attitude	Dependability
Modest/Appropriate Attire	Cooperativeness
Confidentiality	Loyalty
Professionalism	Supportive

PROBATION

All new employees will serve a ninety (90) working day probationary period.

EVALUATION

Each employee will receive, at a minimum, one (1) written job evaluation annually. This evaluation will be written by his/her immediate supervisor and will be placed in the employee's personnel file.

ASSIGNMENT/TRANSFER

Employees are subject to assignment and transfer at the discretion of the Superintendent/designee after the employee and his/her supervisor have been consulted.

HOURS/DAYS OF EMPLOYMENT

SECRETARIAL & BUSINESS OFFICE POSITIONS

	HOURS/DAY	CONTRACT
Superintendent's Secretary	7.5	260
Accounts Payable/Accounts Receivable	7.5	260
Payroll/Benefits	7.5	260
Receptionist	7.5	260
GENERAL EDUCATION/ADMINISTRATION		
Director's Secretary	7.5	260
CAREER & TECHNICAL EDUCATION		
Director's Secretary	7.5	215
Secretary	7.0	210
SPECIAL EDUCATION		
Sp. Ed. Secretaries	7.5	260
MOEC Secretary	8.0	225
MOEC Secretary	7.5	208
Pineview/Muskegon River Secretary	7.5	215

CUSTODIAL & MAINTENANCE POSITIONS

Full time: eight (8) hours per day. Less than full time benefits will be pro-rated. All positions are for 12 months, 260 days for 8 hours per day, unless otherwise contracted.

CTE PARAEDUCATOR POSITIONS

Position is for 191 days per year, 5.83 hours per day from 8:20 a.m. to 2:55 p.m. with unpaid lunch. Some positions may vary.

ABSENTEEISM

The employee must go online to app.redroverk12.com to report his/her absences. If the employee leaves the building or his/her regular work site, he/she must notify his/her immediate supervisor.

SICK LEAVE

Full time (260-day employees): thirteen (13) days per year (ten (10) days for CTE Paraprofessionals/non-260-day employees), *less than full time* shall be pro-rated. Unearned used sick days will be deducted from the employee's salary upon termination. Sick leave shall be allowed for illness of the employee, employee's spouse, children, grandchildren, legal dependents, parents (including stepparents and legal guardians, if the employee was raised by a guardian rather than a parent), and parents-in-law.

FMLA absences will follow Board of Education policy and procedures.

PERSONAL DAYS

Two (2) per year awarded for employees, not to be used contiguous to holidays without approval of a Special Request for Personal Leave form. Unused personal leave days can accrue to a maximum of five (5) days as personal leave; Thereafter, said days will convert to additional sick days.

VACATION TIME FOR FULL-TIME EMPLOYEES (*CTE Paraprofessionals EXCLUDED*)

Year 1..... 5 days	Year 3..... 13 days	Year 5 ..... 15 days	Year 15 ..... 20 days
Year 2..... 10 days	Year 4..... 14 days	Year 10 ..... 18 days	

Annual vacation time to be earned on a monthly basis. Unearned used vacation will be deducted from the employee's salary upon termination. Vacation time is not allowed to be carried over into the new contract period.

LEAVE WITHOUT PAY

Must be approved by the Superintendent or his/her designee. All employees will reimburse the district for the cost of their fringe benefits.

OVERTIME COMPENSATION

Compensation for work beyond the regular work day will require the Superintendent's (or designee's) approval.

BEREAVEMENT

When death occurs in an employee's immediate family, i.e., spouse, child, stepchild, legal dependent, or parent (including step-parent and legal guardian, if the employee was raised by a guardian rather than a parent), such employee, upon his or her request, shall be granted a paid leave of absence for up to five (5) working days for each occurrence.

Three (3) days per year shall be granted for each occurrence of the death of other immediate family member(s), such as mother-in-law, father-in-law, sister, stepsister, brother, stepbrother, grandparents, grandchildren, stepparents, and guardians.

One (1) paid bereavement leave day shall be granted in the case of the death of the employee's brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, aunt, uncle, niece, nephew and student in the employee's current caseload or classroom for each occurrence.

The employee must attend the funeral or memorial service in order to receive the paid leave. Multiple day leaves must be taken contiguously and at time of death (cannot be taken intermittently). Exceptions will be allowed if burial is delayed until warmer weather or a memorial is held at a later date. (Example: Death occurs in January and actual graveside burial does not take place until May, or death occurs in January, cremation takes place and a formal memorial is held at a later date.) Employee will only be granted one day for the examples listed above (or similar circumstances) and the day will be deducted from the three (3) or five (5) days allowed; these are not additional days. In order to receive these days, they must be requested at the time of original leave.

It is the intent of this article to allow the employee time to grieve the loss and time to travel to and attend funeral or memorial service only.

In extenuating circumstances, the Superintendent may approve additional bereavement leave, which will be charged against the employee's accumulated sick leave.

INCLEMENT WEATHER (CTE Paraprofessionals EXCLUDED)

Throughout the school year MOISD programs may be canceled because of inclement weather. When this situation occurs, employees will be expected to report for work.

If severe weather or bad conditions exist at your starting time, you may elect to delay your starting time until conditions are safe and work later. In the event unusual circumstances occur, the employees will call their supervisor and update them on the situation. Failure to show up for work can result in a loss of pay or vacation days.

1. Less than 260 Day Employees, not covered by collective bargaining agreement:
    a. Work the contracted/scheduled days. If conditions are too bad to report, substitute another day with communication/approval from the direct supervisor. Up to three days.
    b. Or, use any available leave of absence without prior approval (with the exception of sick leave.)
    c. Report to work for the first six (6) days that school is closed. After reporting to work for six (6) closed days, do not report to work when school is closed. These days may be added on to the end of the school year to make up for inclement weather days.

2. 260 Day Employees, not covered by collective bargaining agreement:
    a. Use any available leave of absence without prior approval (with the exception of sick leave)
    b. or, if weather/roads are of grave concern, up to two days (with communication/permission) are permissible to work from home, if your job can be performed from home.

EMERGENCY CLOSING (CTE Paraprofessionals EXCLUDED)

In the event the office is closed due to inclement weather an administrator will contact you. No loss of pay will result from the office being closed.

MILEAGE

Employees using their own vehicle for school-related business will be reimbursed at the current IRS-authorized mileage rate.

TERMINATION BENEFIT

After completion of a minimum of ten (10) consecutive years, upon termination, retirement or death, accumulated unused sick leave shall be paid at the rate of $50 per day. Upon death, the amount due will be paid to the employee's designated beneficiary.

MERIT PAY

Merit pay will be provided based on evaluations as follows: One time payment of $300 for highly effective, $200 effective, $100 minimally effective.

PAID HOLIDAYS

Clerical/Business and Custodial/Maintenance full time staff (260 day employees):

July 4, Labor Day, Thanksgiving Day & the day following, the day before Christmas, Christmas Day, the day after Christmas, New Year's Day, Good Friday and Memorial Day. Offices will be closed from the day before Christmas through New Year's Day.

CTE Paraprofessional full time staff::

Labor Day, Thanksgiving Day & the day following, the day before Christmas, Christmas Day, New Year's Day, Good Friday and Memorial Day.

JURY DUTY

If an employee is summoned for jury duty and serves, he/she will be paid their normal rate of pay. He/she must provide the compensation check received for jury duty to the Business Office less any mileage received. It may be in the form of a personal check if desired.

LESS THAN FULL TIME

All employee benefits will be pro-rated for less than full time. Benefits are earned on a monthly basis.

CERTIFICATION, ENDORSEMENT, OR DEGREE REIMBURSEMENT

Employees that take classes or training that results in an additional certification, endorsement, or degree may be eligible for reimbursement of such costs provided the following conditions are met:

1) The classes or training are pre-approved by immediate supervisor.
2) The class or training will benefit the employee in their current or future role with the

MOISD as determined by administration.

3) Reimbursement for all employees combined within their respective bargaining unit or employee group shall not exceed $25,000 in any given school year. If all reimbursement requests exceed this number then they will be pro-rated based on a percentage of total costs applied to the $25,000 cap.

*The form can be located on the moisd.org website under staff/forms.

SECRETARIAL and BUSINESS OFFICE SALARY and BENEFITS

WAGES

Secretary/Receptionist		Business Office / Executive Secretary	
STEP	2020-21	STEP	2020-21
1	$ 16.39	1	$ 18.34
2	$ 16.88	2	$ 19.22
3	$ 17.45	3	$ 20.15
4	$ 18.18	4	$ 21.04
5	$ 18.92	5	$ 21.94
6	$ 19.46	6	$ 22.84
7	$ 20.17	7	$ 23.66
8	$ 20.92	8	$ 24.66
9	$ 21.83	9	$ 25.56
10	$ 22.83	10	$ 26.59

1) A Secretary/Receptionist may receive a pay rate equal to the average of the two pay scales listed above if they obtain a degree in a related field after their hire date or achieve a certification from a recognized state school organization or perform business office or executive secretary duties on a regular basis as determined by their supervisor and approved by the Assistant Superintendent (for example: an employee meeting these requirements that is on step 5 would receive $20.43, an average of the $18.92 rate for Secretary/Clerical and the $21.94 rate for Business Office/Executive Secretary.)

LONGEVITY

Upon completion of ten (10) years of full-time equated experience with the Mecosta-Osceola Intermediate School District,

a flat rate of $1,200 shall be paid annually in equal bi-weekly installments, if a 12-month employee. If less than a 12-month employee, the adjustment shall be $960.

Upon completion of fifteen (15) years of full-time equated experience with the Mecosta-Osceola Intermediate School District, a flat rate of $2,000 shall be paid annually in equal bi-weekly installments, if a 12-month employee. This figure shall be $1,600 for less than 12-month employees.

INSURANCE BENEFITS

Health Insurance - The employer agrees to pay an annual premium for medical insurance of no more than ~~$~~$6,818.87 for a single subscriber, $14,260.37 for two person, $18,596.96 for full family coverage and adjusted thereafter according to the terms of Public Act 152 on behalf of each employee.

Full Benefit Detail and Summaries of Benefits and Coverage are available on the MOISD Transparency Page:

https://www.moisd.org/reports/transparency-reporting/

SECRETARIAL and BUSINESS OFFICE SALARY and BENEFITS.....

PLAN A:

Health:	Priority Health POS High Deductible Health Plan with TCF Bank Health Savings Account – deductible deposit made annually by MOISD
Vision:	National Vision Administrators
Dental:	ADN Administrators
Long Term Disability:	100% MOISD Premium Contribution
Life & AD&D:	$35,000 - 100% MOISD Premium Contribution

PLAN B:

For Employees Covered by Other Qualified Group Health Plan:	$250/month cash in lieu of health benefits
Vision:	National Vision Administrators
Dental:	ADN Administrators
Long Term Disability:	100% MOISD Premium Contribution
Life & AD&D:	$35,000 - 100% MOISD Premium Contribution

Insurance benefits may be changed during the contract year at the discretion of the Board of Education.

CUSTODIAL/MAINTENANCE SALARY and BENEFITS

WAGES

STEP	2020-2021
1	$ 13.80
2	$ 14.50
3	$ 15.77
4	$16.36
5	$16.98
6	$ 17.43
7	$ 18.06
8	$ 18.63
9	$ 19.39
10	$ 20.24
3.55% Increase - $2,000 Off-Schedule Payment	

LONGEVITY

Upon completion of ten (10) years of full-time equated experience with the Mecosta-Osceola Intermediate School District a flat rate of $500 shall be paid annually in equal bi-weekly installments, if a 12-month employee.

Upon completion of fifteen (15) years of full-time equated experience with the Mecosta-Osceola Intermediate School District, a flat rate of $1000 shall be paid annually in equal bi-weekly installments if a 12-month employee.

INSURANCE BENEFITS

Health Insurance - The employer agrees to pay an annual premium for medical insurance of no more than $6,818.87 for a single subscriber, $14,260.37 for two person, $18,596.96 for full family coverage and adjusted thereafter according to the terms of Public Act 152 on behalf of each employee.

Full Benefit Detail and Summaries of Benefits and Coverage are available on the MOISD Transparency Page:

https://www.moisd.org/reports/transparency-reporting/

PLAN A:

Health: Priority Health POS High Deductible Health Plan
with TCF Bank Health Savings Account –
deductible deposit made annually by MOISD

CUSTODIAL/MAINTENANCE SALARY and BENEFITS

Vision:	National Vision Administrators
Dental:	ADN Administrators
Long Term Disability:	100% MOISD Premium Contribution
Life & AD&D:	$35,000 - 100% MOISD Premium Contribution

PLAN B:

For Employees Covered by Other Qualified Group Health Plan:	$250/month cash in lieu of health benefits
Vision:	National Vision Administrators
Dental:	ADN Administrators
Long Term Disability:	100% MOISD Premium Contribution
Life & AD&D:	$35,000 - 100% MOISD Premium Contribution

Insurance benefits may be changed during the contract year at the discretion of the Board of Education.

CTE PARAEDUCATOR SALARY and BENEFITS

WAGES

Starting	Second Year	Third Year
$ 17.18	$ 18.39	$ 19.61
2% Increase - $2,000 Off-Schedule Payment		

LONGEVITY

Upon completion of ten (10) consecutive years of service with the Mecosta-Osceola Intermediate School District, a flat rate of $400 shall be paid annually in equal bi-weekly installments.

Upon completion of fifteen (15) consecutive years of service with the Mecosta-Osceola Intermediate School District, a flat rate of $550 shall be paid annually in equal bi-weekly installments.

Upon completion of twenty (20) consecutive years of service with the Mecosta-Osceola Intermediate School District, a flat rate of $700 shall be paid annually in equal bi-weekly installments.

INSURANCE BENEFITS

Health Insurance - The employer agrees to pay an annual premium for medical insurance of no more than $6,818.87 for a single subscriber, 14,260.37 for two person,$18,596.96 for full family coverage and adjusted thereafter according to the terms of Public Act 152 on behalf of each employee.

Full Benefit Detail and Summaries of Benefits and Coverage are available on the MOISD Transparency Page:

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PLAN A:

Health:	Priority Health POS High Deductible Health Plan with TCF Bank Health Savings Account – deductible deposit made annually by MOISD
Vision:	National Vision Administrators
Dental:	ADN Administrators
Long Term Disability:	100% MOISD Premium Contribution
Life & AD&D:	$30,000 - 100% MOISD Premium Contribution

CTE PARAEDUCATOR SALARY and BENEFITS.....

PLAN B:

For Employees Covered by Other Qualified Group Health Plan:	$250/month cash in lieu of health benefits
Vision:	National Vision Administrators
Dental:	ADN Administrators
Long Term Disability:	100% MOISD Premium Contribution
Life & AD&D:	$30,000 - 100% MOISD Premium Contribution

Insurance benefits may be changed during the contract year at the discretion of the Board of Education.

ALL OTHER GROUPS – SALARY AND BENEFITS

Salary and benefits are as determined by administration and listed in the posting for the position. Annual Changes in salary and benefits will be the same as non-affiliated, or union agreements, whichever is more.