

Clerical-Technical Handbook

Administrative Assistants
LMC Specialist
ParaProfessional
Clerks
Registrars



2023-2024

INSURANCE PROVISIONS

A. Health Insurance

1. The Board will provide health insurance coverage. Effective July 1, 2011 employees will pay 20% of the premium and the Board will pay 80% of the premium. The employee portion of the insurance premium will be deducted from (2) pay periods per month. Insurance premiums will not be deducted from the 3rd pay when that occurs in a month.
2. Full benefits will be provided for those employees that work forty (40) hours per week. Those employees working less than forty (40) hours per week must pay a prorated share of the monthly premium except those employees that were receiving full benefits as of July 1, 1992 even though working less than forty (40) hours per week will continue to receive fully paid health insurance. Current employees receiving fully paid health benefits whose hours are involuntarily reduced by up to five (5) hours per week shall continue to receive fully paid health benefits. Health insurance premiums will be deducted from two pays per month.
3. Benefit year is July 1-June 30
 - WMHIP BC/BS Select 1---\$250/500 deductible, \$20 office visit, \$10/\$40/\$40 prescriptions.
 - WMHIP BC/BS HDHP with HSA--\$1401/\$2,8000 deductible, \$10/40/40 prescriptions, \$20 office visit, Board pays part of deductible.
 - WMHIP BC/BS ACA plan--\$3000/\$6000 deductible, \$20 office visit, \$10/40/40 prescriptions.
4. Annuity Option

In lieu of full health insurance benefits, the employee may opt to receive a cash allowance of two hundred fifty dollars (\$250.00) per month. The cash amount may be applied towards approved annuity plans or other plans on record with the employer through the salary reduction agreement. The Board agrees to implement a Section 457 Plan (retirement plan), as well as Roth Plan. The cash option will be paid in 18 equal installments from October through June.

B. Worker's Compensation

The Board agrees to carry Workers Compensation Insurance for all personnel. Personnel sustaining injury or occupational disease arising out of, and in the course of, Board employment, shall be continued on the payroll to the extent of the dollar amount of their sick leave reserve; or the employee may opt to receive Workers Compensation.

C. Long Term Disability Income Protection

Long-term disability income protection will be provided to those employees that work 20 (twenty) hours or more per week.

1. The Board will provide a long-term disability package which will include an income protection program in the amount of sixty-six and two-thirds percent (66-2/3) of basic earnings for permanent personnel commencing on the ninetieth (90th) consecutive day of disability. It is understood that a modified fill provision will be added and that the maximum amount of five thousand dollars (\$5,000.00) earnings per month will be allowed. The disability insurance will contain a Social Security Freeze provision and a cost of living allowance.

2. Selection of the carrier will be at the discretion of the Board.
3. Any employee whose personal illness or injury extends beyond her sick leave days or when income protection goes into effect, must submit a request for a health leave within ten (10) calendar days after the sick leave expiration or the start of income protection. The employee shall not receive any salary compensation from the Board after the expiration of sick leave or when income protection is in effect. Insurance benefits will be paid for the first (1st) thirty (30) days of total disability.

D. Vision Care Program

1. The premium cost for the vision program will be prorated on the basis of forty (40) hours per week employment except for those employees working less than forty (40) hours per week and receiving fully paid benefits will continue to receive fully paid benefits so long as they do not voluntarily reduce their hours.
2. The Board will provide a Vision Care Program with internal and external coordination of benefits as follows:

Examination	\$75.00
Lenses	
Pair-SV	\$180.00
Bi-focal/Progressive	\$190.00
Tri-focal	\$200.00
Frames	\$80.00
Contacts	\$160.00

An employee requiring a vision examination every twelve (12) months for medical reasons will have a benefit of \$58 each year. A medical statement must be forwarded to the assistant superintendent to initiate this plan.

The Program includes complete examination, prescription lenses and frames once every twenty-four (24) months. A change in prescription is necessary for the replacement of lenses and/or frames.

The Program includes prescription sunglasses, gradient tints, photo gray lenses, blended lenses, and oversize lenses.

E. Life Insurance

1. The Board agrees to provide twenty-five thousand dollars (\$25,000) Term life and AD&D insurance for employees that work forty (40) hours per week.
Current employees working forty (40) hours per week shall continue to receive twenty-five thousand dollars (\$25,000) term life insurance with AD&D if their hours are involuntarily reduced up to five (5) hours per week.
2. The Board agrees to provide twelve thousand five hundred dollars (\$12,500) term life and AD&D insurance for regular personnel that work less than forty (40) hours per week.
3. The details relative to coverage are in the term life insurance certificate.
4. Selection of the carrier will be at the discretion of the Board.

F. Dental Insurance

1. The Board will provide a dental insurance program hereinafter described which is fully paid provided the employee works forty (40) hours per week. Premiums will be prorated based upon forty (40) hours of employment per week except those employees receiving fully paid premiums even though working less than forty (40) hours per week will continue to receive fully paid benefits so long as they do not voluntarily reduce their employment hours. The Board will provide an additional \$1,500 for children's orthodontics for clerical/technical group members receiving cash in lieu of health insurance.
2. The Board will provide a Dental Program, eighty percent (80%) co-insurance with a one thousand five hundred dollar (\$1,500.00) yearly maximum for basic and major services benefits, per individual. Basic Benefits: No deductible.

Basic dental benefits include a preventable program for cleanings, x-rays (bitewing), oral examination, and fluoride applications. These benefits are limited to two (2) visits each year.

As an incentive to participate in the preventive program, the eighty percent (80%) co-insurance will increase by ten percent (10%) on January 1 of each year until it reaches 100% provided the employee visits the dentist at least once every twelve (12) months. Recommended basic patient services must be completed during the benefit year. Failure to do so will revert the employee benefits to eighty percent (80%) co-insurance.

Major Services - No deductible - 80% maximum coverage.

Orthodontics - No deductible - 80% maximum coverage. (\$1,500 lifetime maximum)

3. Selection of all carriers shall be at the discretion of the Board.

Upon retirement/resignation at the end of a school year, employees' benefits will cease on June 30 of that year.

The employer has adopted a qualified plan document, including a Salary Reduction Agreement that complies with Section 125 of the Internal Revenue Code. The cost associated with fulfilling future employer reporting requirements shall be borne by the employer. The employer shall have the right to determine the plan administrator. The employee shall pay the monthly administration fee for documents required to be filed under Section 125 including salary reduction agreements.

LEAVE TIME

A. **SICK LEAVE AND FUNERAL LEAVE**

Sick leave is a form of insurance, not a form of compensation. The purpose of sick leave is to protect personnel and the pupils when personnel become ill. Permanent personnel shall be allowed sick leave with pay as listed hereafter:

1. Thirty-Six (36) to Thirty-Nine (39) week Personnel and Paraprofessionals

Nine (9) days per year credited on the first (1st) day of employment. Maximum accumulation unlimited.

2. Forty (40) to Forty-Eight (48) Week Personnel

Eleven (11) days per year credited on the first (1st) day of employment. Maximum

accumulation unlimited.

3. Fifty-Two (52) Week Personnel

Twelve (12) days per year credited on the first (1st) day of employment. Maximum accumulation unlimited.

B. ILLNESS (Personal or Immediate Family)

1. For an absence resulting from personal illness or injury within the immediate family and not exceeding two (2) consecutive days, approval of the immediate supervisor will usually suffice. Verification of this illness may be required for absences of more than two (2) days.
2. Any employee absent from two (2) weeks of work because of injury or illness must present a certificate of fitness from a licensed physician upon their return to their immediate supervisor.
3. Employees who have exhausted their personal business leave may use their sick days for recognized religious holidays, provided their immediate supervisor approves it.

C. BEREAVEMENT LEAVE (Death in the Immediate Family)

1. Personnel shall be given three (3) bereavement days per year. No bereavement days will be allowed to accumulate. Bereavement days will not be deducted from the employee's sick leave bank. Bereavement days will be used for the immediate family.
2. Personnel may take one (1) day per year to attend a funeral of any person to be deducted from the personnel's sick leave bank balance. If the sick leave balance is zero or negative, no pay will be given.

* Immediate family shall be interpreted as: Father, mother, husband, wife, child, stepchild, adopted child, mother and father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, sister, brother, grandparents, grandchild, and any other person for whose physical care s/he is principally responsible for.

D. SICK LEAVE PAY ADJUSTMENTS

1. If personnel shall leave the services of the school prior to the completion of the year, s/he shall repay the Board for all sick leave pay in excess of that earned.

E. SICK LEAVE - LEAVE OF ABSENCE

1. Sick leave days which were earned prior to a leave of absence shall be held in reserve pending the return of personnel from such leave.

F. LEAVE SERVICE

1. Personnel who leave employment of the Board, except on leave of absence, shall forfeit all of their unused days of sick leave, and they shall not be restored if they should later re-enter the services of the Board.

G. RESPONSIBILITIES OF PERSONNEL

1. In case of sick leave absence, notification of the expected absence should be given to the office of the Board, or the immediate supervisor, at least one (1) hour before staff personnel normally report to work.

H. PERSONAL BUSINESS DAY

At the beginning of each school year, each employee shall be credited with two (2) days of personal business leave.

1. Employees shall notify their immediate supervisor at least one (1) week in advance of using personal business leave, except in cases of emergency when shorter notice will be acceptable.
2. Personal Business days may not be used on the workday immediately preceding or following a holiday, vacation period or during parent/teacher conferences.
3. Clerical/technical unit members may use personal business leave for recognized religious holidays.
4. Unused personal business days will be added to the employee's sick leave bank.

I. COURT APPEARANCE

1. In a case of absence from duty in response to a jury summons, court subpoena or an administrative hearing in which personnel is not a party, there shall be deducted from the salary of same personnel the amount of any witness fee or other compensation, exclusive of any reimbursement paid specifically for expenses incurred by reason of such subpoena. A certificate signed by the personnel stating the amount and purpose of such compensation must be submitted. Full salary for the period of such absence shall be deducted unless a certificate is presented.

In case of absence from duty for any court proceedings or administrative hearing in which the personnel is a party, no salary shall be paid for the period of absence unless the personnel chooses to use personal business days or vacation days.

J. SCHOOL CLOSINGS

1. When schools are forced to close due to conditions beyond the control of the school authorities, personnel will report for work upon the request of their immediate supervisor.
2. Scheduled days of student instruction that are not held because of conditions beyond the control of school authorities may be rescheduled. If an employee does not work on the canceled day, the employee will be paid for the canceled day. If the canceled day is rescheduled, the employee will work on the rescheduled day with no additional compensation. (The compensation for the canceled day shall constitute compensation for the rescheduled day.)
3. Snow Days (or similar calamity days) are paid at the employee's regular rate of pay for regularly scheduled hours.

K. PERSONAL LEAVE

1. The Board will grant a leave of absence for up to one (1) year without compensation to any personnel who is unable to perform their regular duties for an extended period of time because of personal illness, accident, or other equally grave emergency, provided written request for such leave of absence is submitted by the personnel and provided a written certification of illness is received from a physician. Unless there are extenuating circumstances, personnel desiring a personal leave must apply for the leave at least ninety calendar days prior to the commencement date of the leave.
2. In computing service to determine the personnel's position on the salary guide at expiration of leave, time spent on leave shall not be counted as active service in the Okemos Public Schools.
3. Whenever a leave of absence is granted for health reasons, personnel must give acceptable professional evidence of recovered health before being permitted to return to duties in the Okemos Public Schools.

4. Personnel on leave shall make a written application ninety (90) calendar days prior to the expiration date of leave for reinstatement. Failure to make such a written application shall constitute the personnel's resignation from employment.

L. MATERNITY LEAVE

1. Maternity Leave without compensation is available to personnel. The length of the leave shall not exceed one (1) year. The maternity leave shall commence not later than the date that the personnel is unable to properly perform her required functions.
2. Insurance benefits will be paid for any portion of the maternity leave which constitutes family medical leave under the Family and Medical Leave Act of 1993
3. If the personnel desire a leave of absence they must file a written request, including a physician's statement certifying her pregnancy, specifying the beginning and ending dates, with the Superintendent's office at least forty-five (45) days prior to the date the leave is to begin.
4. For maternity leaves of one (1) year, personnel shall make written application ninety (90) calendar days prior to the expiration date of leave for reinstatement. Failure to make such a written application shall constitute the personnel's resignation from employment.

M. ADOPTIVE LEAVE

1. Adoptive leave, if requested by the personnel within thirty (30) days after the child is assigned to them, will be granted for a period not to exceed one (1) year.
2. In computing service to determine personnel's salary at the expiration of leave, time spent on leave shall not be counted as active service in the Okemos School District.
3. Personnel on leave shall make a written application ninety (90) calendar days prior to the expiration date of leave for reinstatement. Failure to make such a written application shall constitute the personnel's resignation from employment.

N. MILITARY LEAVE

1. Personnel who have been inducted or enlist for military duty in any of the Armed Forces of the United States shall be granted a leave of absence for a period not to exceed ninety (90) calendar days beyond their honorable discharge date.
2. Application for reinstatement shall be made within a reasonable time after discharge or release from Military Service and not later than ninety (90) calendar days beyond their honorable discharge date.
3. Full credit toward advancement on the salary schedule shall be granted.
4. Leave shall not be extended beyond the initial enlisted or induction period.
5. A dishonorable discharge from above service shall not obligate the Board for future employment.
6. A certification by a licensed physician of the physical and/or mental capability may be required as a condition of reemployment.

All reasons for leaves of absence shall be in writing, stating the reason for the request and the

approximate length of leave requested, with a copy of the request to be maintained by the Board and a copy furnished to the employee.

O. **FAMILY MEDICAL LEAVE**

1. Pursuant to the provisions of the Family and Medical Leave Act, eligible employees shall be granted leave for the purposes and to the extent required by law, subject to all of the terms and conditions of the law and its implementing regulations. Any paid or unpaid leave which is otherwise available under the provisions of terms of employment for the same purposes for which leave is required to be provided under the Family and Medical Leave Act, shall be used concurrently with the leave provided under the Family and Medical Leave Act and shall be credited toward fulfilling the leave entitlement of the eligible employee to the extent permitted by the law and its implementation regulations.
2. Upon receiving notice of a request for leave of absence under F.M.L.A., the District shall notify the employee when granting the requested leave in accordance with federal regulations that the use of the leave time will serve to satisfy the F.M.L.A. required leave time.

If the employee fails to return to work on their own volition upon the expiration of FMLA, the employee shall reimburse the employer the premium contributions paid on their behalf.

HOURS AND WORK WEEK

The normal work day shall consist of eight (8) consecutive hours per day, excluding a duty-free, uninterrupted lunch period of not less than one-half (1-2) hour unless mutually agreed between the Board of Education and the employee. The normal work week shall consist of forty (40) hours per week, Monday through Friday. The normal work day will be scheduled between the hours of 6:00 a.m. and 7:00 p.m. The Board retains the right to regularly schedule work for less than eight (8) hours per day or forty (40) hours per week.

Employees shall be provided a fifteen (15) minute relief time for each four (4) hours of work. This period, if not used, may not accumulate to be used at some later time and may not be used for any other purpose.

In the event that the Board would require an employee to work more than their established work weeks per year, that employee shall be so notified by the Board as to the extension of their work year, in writing, at least thirty (30) calendar days before the effective date of the change unless the change is by mutual agreement.

In the event that the Board would require an employee to work less than the established work weeks per year, that employee shall be notified by the Board in writing, at least thirty (30) days before the effective date of change.

VACATION AND HOLIDAYS

- A. Vacations are provided for rest and relaxation of personnel and generally pay will not be given in lieu of taking a vacation. Vacation time may not be accumulated to more than twice the annual allotment.
- B. Personnel working on a fifty-two (52) week basis will be granted ten (10) days of vacation with pay. After the third (3rd) year, commencing on the third (3rd) anniversary date of employment, one (1) day per year shall be added to the vacation time until a maximum of twenty-five (25) days has been reached. In order to be credited the one (1) day per month, personnel must have been employed fifteen (15) days that month, for which s/he would have earned pay.
 1. When personnel are employed after July 1st, they may accumulate one (1) day per month up to a total of ten (10) days. Such days shall begin on the first (1st) day of the month following

employment and end on the following June 30th.

2. Personnel who leave employment prior to June 30th, are entitled to the prorated accumulated vacation time earned.

Personnel may take their vacation upon the approval of their immediate supervisor.

- C. Employees hired prior to October 15, 1999 working less than twelve (12) months shall be entitled to five (5) days of paid vacation. Employees hired after October 15, 1999 will earn vacation as follows:

50-51 weeks = Employees will be granted ten (10) days of vacation with pay. After the third (3rd) year, commencing on the third (3rd) anniversary date of employment, one (1) day per year shall be added up to the vacation time until a maximum of fifteen (15) days has been reached. Vacation cannot be accumulated to more than twice the annual allotment.

48-49 weeks = Employees will be granted eight (8) days of vacation with pay. After the third (3rd) year, commencing on the third (3rd) anniversary date of employment, one (1) day per year shall be added up to the vacation time until a maximum of ten (10) days has been reached. Vacation cannot be accumulated to more than twice the annual allotment.

44-47 Employees will be granted five (5) days of paid vacation; vacation days cannot be carried over from year to year.

Vacation days shall be scheduled at a time that is approved by the immediate supervisor.

- D. The following days each year are recognized as holidays with pay for all fifty-two (52) week permanent personnel who are not absent without approval the workday before or the work day after these Holidays:

New Year's Eve Day
New Year's Day
Memorial Day
Martin Luther King, Jr. Day
July 4th
Labor Day
Thanksgiving Day and the Day After
The Last Working Day Before Christmas *
Christmas
President's Day
Friday before Labor Day**

* Unless school is in session, then the day after Christmas.

** Unless school is in session.

When any of the above holidays fall on Sunday, the following day (Monday) shall be observed as the holiday. When any of the above holidays fall on Saturday, the preceding day (Friday) will be observed as the holiday.

- E. The following days each year are recognized as holidays with pay for all regular personnel who are employed for less than fifty-two (52) weeks and are not absent without approval the workday before or the workday after these holidays:

Memorial Day
Martin Luther King, Jr. Day
July 4th (If Personnel is still working)
Labor Day
Thanksgiving Day and the Day After
Christmas Day
President's Day
Friday before Labor Day*

* Unless school is in session.

F. The following days each year are recognized as holidays with pay for all Paraprofessionals:

Thanksgiving Day
The Day After Thanksgiving Day
Memorial Day
Martin Luther King, Jr. Day
President's Day
Labor Day

Holidays occurring during the vacation period shall not be charged against the vacation allowance. If an employee terminates their employment, they will not receive pay for holidays occurring after the last day worked, even though the holidays may fall within the period of their projected terminal vacation leave.

F. Personnel with unapproved absence before or after holidays shall not be paid for the holidays.

EVALUATION

- A. During the first year of employment, personnel shall be evaluated in writing. A copy of this evaluation shall be given to the employee.
- B. Evaluations shall be conducted by the immediate supervisor or by another professionally qualified administrator appointed by the Superintendent. Employees shall be evaluated once every third year, unless greater frequency is deemed necessary by the supervisor/administrator.
- C. A copy of the annual evaluation shall be given to the person evaluated and one (1) copy shall be filed with the Assistant Superintendent for Human Resources.

RETIREMENT/RESIGNATION

A. Pay for Years of Service

In return for years of service to the Okemos Public Schools the Board agrees to pay one hundred dollars (\$100.00) per year of service to personnel upon retirement* and provided said personnel have been employed by the school district for at least ten (10) years. Clerical/technical unit members employed by the district for more than twenty (20) years shall be paid one hundred fifty dollars (\$150.00) for each year of service to Okemos Public Schools. To be eligible for the retirement benefits in this section, personnel must provide at least two months advance written notice of retirement.

* Retirement shall be interpreted to mean leaving the service of the Okemos Public Schools and becoming an annuitant of the Michigan Public School Retirement Fund, Social Security, or both.

B. Pay for Sick Leave

After five (5) years, if an employee retires, the Board will pay 50% of the daily rate for accumulated sick days up to a maximum of two thousand dollars (\$2,000). After ten (10) years, if an employee retires, the Board will pay 50% of the daily rate for accumulated sick days up to a maximum of four thousand dollars (\$4,000). Upon retirement, the employee can take the payment for unused sick leave and the retirement benefit.

After five (5) years, if an employee terminates their employment, the Board will pay thirty dollars (\$30.00) per sick day accumulated to a maximum of one thousand five hundred dollars (\$1,500.00). After ten (10) years, if an employee terminates their employment, the Board will pay thirty dollars (\$30.00) per sick day accumulated to a maximum of two thousand three hundred dollars (\$2,300.00).

C. Pay for Vacation Leave

If an employee retires or resigns, the Okemos Public Schools agrees to pay the employee's daily rate for unused vacation days. Personnel who leave employment prior to June 30th, are entitled to the prorated accumulated vacation time earned and will receive a payout based on the prorated number of days.

D. Pay for Comp Time

Comp time is to be paid out at the employee's 2023-2024 hourly rate.

OTHER PAY CONSIDERATIONS

One time Service Recognition Stipend

Any Clerical/Technical member completing twenty-four (24) years of service with the Okemos Public Schools will receive a one-time recognition stipend in the amount of three hundred dollars (\$300).

Comp Time

Annually, comp time is to be paid out no later than the last regular pay in July. Comp time is to be used or paid out, it cannot carry over to the following year.

Job Classifications

I	District Library Media and Technology Secretary Financial Secretary Community Education Registrar High School
II	Administrative Assistant to Principals Administrative Assistant to the Director of Special Education Secretary to Director of Food Service Secretary to Assistant Principals (MS/HS)
III	Attendance Secretary HS LMC Specialists Registrar Community Education Secretary to Athletic Director Secretary to Child Care Coordinator Secretary to Counselor Secretary to Director of Community Education Secretary to Director of Transportation
IV	Paraprofessionals (Special Education)
V	Clerk Community Education Clerk Elementary Clerk Middle School Clerk Special Education Clerk to HS Registrar Copy Center Operator Paraprofessionals (Montessori/Begindergarten)

Secretary/Paraprofessionals					
2023-2024 Salary Schedule					
3.% Increase					
	I	II	III	IV	V
Starting (40 Days)	\$18.81	\$17.91	\$16.61	\$15.74	\$14.75
1	\$19.27	\$18.38	\$16.98	\$16.26	\$15.21
2	\$19.84	\$18.92	\$17.52	\$16.87	\$15.74
3	\$20.42	\$19.44	\$18.03	\$17.47	\$16.26
4	\$20.98	\$20.00	\$18.59	\$18.23	\$16.87
5	\$21.37	\$20.45	\$19.24	\$18.99	\$17.47
6	\$23.32	\$22.26	\$20.73	\$19.57	\$18.99

Longevity	2023-2024
After 5 years through 10 years	\$999
After 10 years through 14 years	\$1,384
After 14 years through 17 years	\$1,616
After 17 years and above	\$2,388

Those employees that work at least twenty (20) hours or less and thirty-six (36) weeks per year receive one-half (1/2) of the above longevity.

Those employees who work between twenty (20) hours and thirty (30) hours per week for thirty-six (36) weeks per year shall receive three-fourths (3/4) of the above payment and those who work thirty (30) hours per week for over thirty-six (36) weeks per year will receive full payment.

Longevity pay shall be paid in a lump sum to be paid the first unpaid Friday in December and shall be for the prior year from December 1 through November 30. Personnel who are on unpaid leave during the previous year, December 1 through November 30, will have their longevity pay prorated for that year only. Years of service must be completed before December 1 in any year to qualify for longevity pay.

For example, an employee whose first day of work with the Board is on December 1, 2000, would receive the first longevity pay in December 2005. If during that year, December 1, 2004 through November 30, 2005, the employee was on unpaid leave, then the longevity pay for that year would be prorated and paid in December 2005. The resulting prorated longevity pay is the number of paid workdays and holidays of that employee divided by the number of possible paid workdays and holidays for that employee times the full longevity amount.

If an employee's first day of work is on December 2, 2000, they would receive the first longevity payment in December 2006.