

Wayland Union Schools

Non-Affiliated

Employee Handbook

March 2024

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Purpose

The information in this Handbook applies to all staff who are not affiliated with an employee group of the Wayland Union Schools or under an individual employment agreement, such as administrative employees.

This Handbook has been established for the purpose of defining and coordinating the personnel administration of Wayland Union Schools (hereinafter referred to as the District). The handbook, and the District Board of Education Policies, serves as guides for helping you understand your responsibilities and to provide information on working conditions, salary and fringe benefits, as well as to answer questions regarding rules and procedures that pertain to your employment.

We hope that your employment with the Wayland Union Schools will be mutually rewarding. Your job is important to the total operation of the school system and to the students we serve.

The District may exercise its sole discretion in applying and interpreting its policies, and it may deviate as needed to appropriately deal with and resolve specific situations. In the event there are modifications to this handbook, the District will provide written notice in advance of the effective date.

No representative of the District has authority to enter into an agreement with you that is contrary to the foregoing, except through a written agreement approved by the Board of Education and signed by the Superintendent. No other officers or representatives of the District have such authority, nor do they have authority to make agreements inconsistent with the contents of this handbook.

The administration and supervision of employees in accordance with this handbook is the responsibility of the Superintendent. The Superintendent may delegate to others, where appropriate, specific areas of this responsibility and authority.

This handbook does not preempt or replace applicable laws.

If you have any further questions, please contact your immediate supervisor. Your questions or comments are always welcome.

Personnel Administration

Probation:

You shall be considered a probationary employee for the first ninety (90) calendar days. A formal evaluation may be performed within the probationary period to help address any issues with performance or attendance. If, at any time prior to the conclusion of the probationary period your work performance is found to be of unacceptable quality, you may, upon recommendation of your supervisor and the Superintendent, be subject to immediate dismissal. Under no circumstances will the probationary period be extended.

Because your employment with Wayland Union Schools is voluntary and at will, you may terminate your employment at any time during or after the probation period, with or without cause or advance notice. Likewise, Wayland Union Schools also may terminate your employment at any time during or after the probation period, with or without cause or advance notice.

Evaluations:

A formal performance evaluation to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize strengths may be conducted by your immediate supervisor at least once every two years. Informal evaluations may be conducted throughout the year by your immediate supervisor. Additionally, it is encouraged that you and your supervisor discuss job performance and goals on an informal, day-to-day basis.

Working Hours:

The District operations are scheduled for Monday through Friday, eight (8) hours per day. During the summer and holiday breaks, a change of hours may be approved by the Superintendent or his designee. The District will determine your work schedule, with no guarantee of a minimum of hours.

You are required to keep accurate records of hours worked as requested by the District Administration, this is accomplished by utilizing the approved timekeeping system and submitting your time sheets, on a per pay period basis, to your supervisor. Adjustments in the minimum daily hours of work must be mutually agreed upon by you and your Administrator.

Employees are entitled to a ten (10) minute break which shall be considered part of their work day. Employees, working a minimum of five (5) hours daily, will have a duty-free lunch period of one-half (1/2) hour. This lunch period shall be in addition to the regular work day and is unpaid.

Overtime, extra work, or comp time must be pre-approved by the Building Administrator and the business office using the proper procedures. Guidelines and tracking sheets are available at www.waylandunion.org.

School & Building Closures:

Employees in this classification will not be required to report to work on days when school is closed due to inclement weather or other emergency. Employees will be paid for the state allowed snow days (up to 6) as they occur. However, additional snow days will not be paid. Employees will be paid for any required make-up days that are added to the school year, as they occur at the end of the year. Full calendar year employees are expected to report to work for all additional snow days beyond the first six (6) snow days of the school year. If employees report to work on a snow day they may not “bank” time for the day. They will be paid a full day, combining the actual time worked and the “snow day” time to equal a full day. No comp time is earned. In the event of a school delay, hourly employees covered under this handbook will be paid for the actual hours worked that day.

Payroll:

You will be paid on the 5th and 20th of every month. In the event that date falls on a Saturday or Sunday, you will be paid the Friday prior to that date. All wages are paid by direct deposit.

Wayland Union Schools makes all reasonable efforts to ensure that Employees receive the correct amount of pay in each pay period. In the event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that the possible/needed corrections can be made as quickly as possible.

Certain deductions will be made in accordance with federal and state laws.

The positions covered in this Handbook are included in the Non-Affiliated Salary Schedule, Appendix A.

INSURANCE BENEFITS

Full Calendar year employees:

Employees working a minimum number of hours, as established by the Superintendent, are eligible to receive health and other insurance benefits. As defined below:

- Option A – includes a High Deductible Health Plan, dental, vision, LTD, and life insurance (\$50,000).
- Option B -- includes a Low Deductible Health Plan, dental, vision, LTD, and life insurance (\$50,000).
- Option C – includes dental, vision, LTD, and life insurance (\$50,000).

The BOE will make an annual determination to either maintain 80/20 (employer/employee) or Hard Cap insurance premium percentages. These deductions will be pre-tax in accordance with the Districts Section 125 plan.

Option A- HDHP benefits currently include a H.S.A. component – this is subject to Board directive. The District will fund 100% of the H.S.A. amount in January of each year. The employee will reimburse the District 20% of the H.S.A. amount deducted at the rate of 1/24th each pay period. Should an employee leave prior to the end of the H.S.A. year the employee will refund the District 100% of H.S.A. funds for all months not employed during the balance of the calendar year. The District will deduct from the employee's final paycheck an amount sufficient to recover the balance of all H.S.A. funds. (Assures compliance with PA 152).

Employees choosing Option C shall receive cash-in-lieu of health insurance in the amount of \$5,000 annually, paid in equal monthly payments, included on the paycheck. This amount is subject to change by Board directive.

Employees working less than a Full Calendar year (and those working less than the minimum hours established above):

Employees working a minimum of 30 hours per week are eligible to receive the following healthcare benefits under the Affordable Care Act.

- Option D - A Low Deductible Health Insurance with a \$5,000 life insurance policy. No other insurance options are offered. (To include cash-in-lieu)

Various laws, district guidelines, and insurer rules shall determine when an employee can make changes in the coverage selected.

403(b) and 457(b) Plans:

You have the option of contributing to either a 403(b) or 457(b) tax sheltered annuity plans or Roth 403(b) or 457(b) plans. For more details on this, please review the information pertaining to this on the District website.

Time Away from Wayland Union Schools

Holidays:

Employees working full calendar year shall be given the following ten (10) holidays with pay:

Friday before Labor Day
 Labor Day
 Thanksgiving Day
 Friday following Thanksgiving
 Christmas Eve
 Christmas Day
 New Year's Eve
 New Year's Day
 Memorial Day
 Fourth of July

If a holiday falls on a Saturday, the Friday preceding will be the celebrated holiday. If the holiday falls on a Sunday, the following Monday will be the celebrated holiday.

Employees working less than a full calendar year will be paid for the following holidays based on number of days worked per week:

Work 5 days per week: Paid 7 holidays as they occur occur for hours normally worked on the observed day	Work 4 days per week: Paid 6 holidays as they occur	Work 3 days per week: Paid 5 holidays as they occur	Work 2 days per week: Paid for 4 holidays as they
Labor Day	Labor Day	Labor Day	Labor Day
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day	Thanksgiving
Christmas Day	Christmas Day	Christmas Day	Christmas Day
Christmas Eve	Christmas Eve	Christmas Eve	New Years Day
New Years Day	New Years Day	New Years Day	
New Years Eve	New Years Eve		
Memorial Day			

* Holidays will be paid the equivalent of hours paid on a typical workday that coincides with the observed day for the Holiday, OR if the employees schedule varies, the average daily hours worked in a normal week will be paid for all listed holidays. For example, scheduled working hours per day: 6,0,6,0,6= 6 hours average (of days worked) would be entered in the system to be paid for all holidays (observance does not apply).

Paid Time Off (PTO): (was ETO)

Employees covered by this handbook will have PTO days. All employees will earn 1.25 days of time off for each month in which a minimum of half of the work days are worked. PTO may be accessed beginning the end of the probationary period (91st calendar day of employment). Time will be entered on the first payroll of the following month (i.e. work September, see 1.25 on October 5 payroll - final entry for school year Employees will be on the

June 5 payroll). A full PTO day will be charged when missing a scheduled day of work. A half PTO day will be charged when half of the scheduled hours are missed during the day.

Use limitations:

- Time can only be used in half or full day increments.
- No more than three (3) consecutive days can be taken at one time. (i.e. T, W, Th or Th, F, M., etc.)
- When 3 consecutive days are to be taken pre-approval by the supervisor should be sought in advance of entering the absence in the absence tracking system, currently Red Rover.
- Days off should be clearly noted on the time system as “PTO”.
- Unscheduled consecutive days off beyond three (3) will require a doctor’s note.
- Days cannot be used for the first five (5) student days or the last five (5) student days.
- Days cannot be attached to any scheduled break, unless pre-approved by the supervisor.

Family Emergencies/Bereavement up to five (5) PTO days can be taken when authorized by the supervisor. All requests are to be submitted in writing/email. The immediate family shall include father, step-father, mother, step-mother, grandmother, step-grandmother, grandfather, step-grandfather, spouse, father in-law, step-father in-law, mother in-law, step-mother in-law, grandmother in-law, step-grandmother in-law, grandfather in-law, step-grandfather in-law, children, step-children, grandchildren, step-grandchildren, brother, step-brother, sister and step-sister, or others as approved by the Superintendent.

PTO will cap at 150 days. If on June 30 an employee has more than 150 days in their bank, they will lose the additional days, thereby starting July 1 with 150, plus the new year's allocation. PTO shall not accumulate unless the employee is receiving a regular paycheck. In the event of an unpaid leave of absence or unpaid FMLA which begins after the first of the month PTO will be prorated based on the regularly scheduled paid time for the individual employee. The Board reserves the right to require reasonable proof of illness including a doctor's certificate, where a pattern of PTO leave indicates abuse.

Employees working full calendar year and 40 hours per week who have been with WUS at least 10 years who are retiring under the Michigan Public School Employees Retirement System, and notifying the District by April 1 of the intent to retire at the close of the fiscal year (June 30) shall be compensated for unused PTO days in the following manner:

15-74 Days \$35 x total number of accumulated PTO days

75-150 Days \$50 x total number of accumulated PTO days

Example #1:

Retiree has 34 accumulated PTO days and receives $34 \times \$35 = \$1,190$

Example #2:

Retiree has 82 accumulated PTO days and receives $82 \times \$50 = \$4,100$

Employees must be actively working through their last regularly scheduled work day, or June 30, of the year of retirement, no leave time can be used the last 10 working days.

The payment will be made to an employer approved Tax Sheltered Deferred Retirement Plan account by July 20. If the employee has not set up this Tax Sheltered Deferred Retirement Plan account by May 31, the funds will revert back to the district.

In the event a WUS employee transfers from another classification and has days in their sick or personal categories, or other leave time categories, their days will be calculated by the administration office for the conversion to PTO based on the number of hours daily in their former position compared to the scheduled hours of the new position.

No PTO days will be paid out upon leaving employment, except as noted above for retirees at Fiscal year end.

Vacations:

To qualify for vacation an employee must be a full calendar year employee. Paid vacation is not part of PTO.

Vacation time will be allocated each July 1st, in full, for the upcoming year, or in the case of a mid-year hire will be prorated. However, these days are earned over the course of the upcoming year. If an employee has a start date after Dec 31 in a school year, the employee maintains first year vacation allocation for the following school year. (A hire prior to Dec 31 counts as year one)

Upon termination of employment, any earned vacation days not taken will be paid to the employee. Conversely, the employee will reimburse any paid, but not yet earned, vacation days with his/her final pay. The rate of pay of this payout or reimbursement to the District will be according to the employee's regular pay rate.

Employees hired prior to July 1, 2018 are grandfathered with a maximum of 160 hours of vacation, i.e. four weeks at 40 working hours per week. Hours of work day may vary, but a maximum of 160 hours of vacation will be granted annually.

Employees hired after July 1, 2018 will be entitled to ten (10) days, with a maximum of 80 hours of paid vacation during year one (unless prorated by hire date). Hours of vacation may be less than 80, if the employee is scheduled for less than 40 hours per week. Example: Scheduled for 7 hours, 10 days = 70 hours of vacation.

Vacation time for all eligible hourly employees can be used in one hour increments. If salaried, vacation time is used in full or half day increments only.

Annually, an employee shall be allocated paid vacation leave as follows:

- 2nd year = 11 days paid vacation (max of 88 hours)
- 3rd year = 12 days paid vacation (max of 96 hours)
- 4th year = 13 days paid vacation (max of 104 hours)
- 5th year = 14 days paid vacation (max of 112 hours)
- 6th year = 15 days paid vacation (max of 120 hours)
- 7th year = 16 days paid vacation (max of 128 hours)
- 8th year = 17 days paid vacation (max of 136 hours)
- 9th year = 18 days paid vacation (max of 144 hours)
- 10th year = 19 days paid vacation (max of 152 hours)
- 11th year and beyond = 20 days paid vacation (max of 160 hours)

All vacation requests must be submitted to your immediate supervisor for approval prior to the date vacation begins. Requests will be reviewed based on factors such as organizational needs and staffing requirements. Vacations for employees working less than full time, or starting midyear, will be prorated, in no less than half day increments.

Up to ten (10) days (80 hours max) of vacation days may be carried over to the next fiscal year. At no time will an employee have more than 30 vacation days available (10 carry over plus 20 allocated in July). All days carried over in July must be used by December 31 of that calendar year. Employees shall not have more than 20 days or 160 hours of vacation as of January 1 each year. In the event of your death, accrued vacation pay will be paid to your heirs as required by State Law.

IMPORTANT: PTO and vacation days are earned by the month. If employees leave before the end of the school year and have used more days than they have earned in the current year, they shall reimburse the District for the days taken, but not earned, for which they have already been paid.

Unpaid Leave:

Unpaid leave may be requested. Unpaid leaves must be requested through and approved by the Superintendent. Unpaid leave may result in a proration of insurance benefits.

If an employee has exhausted all leave and misses three (3) unapproved consecutive days, a medical note will be required.

Disciplinary Action:

The General Employee Handbook defines certain standards and expectations regarding conduct and performance within the District. Violation of these standards and expectations will generally result in corrective action, which may include formal disciplinary action. No Handbook can be all inclusive of the behaviors that may lead to corrective disciplinary action. The District expects all employees to exercise common sense and good judgment in the best interest of the students and the District as a whole at all times. Refer to the General Employee Handbook for further information.

Conferences:

The District encourages attendance at approved, school-related conferences (i.e. MSBO) or workshops for your currently held position. Prior approval is required for up to two (2) conference or workshop days per fiscal year. When required conference(s) are requested, or suggested for your position, and approved by the District, using the conference request form available online, expenses for travel, lodging and meals will be paid (pre-approval is necessary through the Business Office).

Tuition Reimbursement:

Non-Affiliated employees, who have worked for the District a minimum of one (1) year, may access tuition assistance to improve skill sets which directly relate to their current job role. The District will assist in offsetting tuition cost up to \$500.00 per employee, per fiscal year. Annual cap of budgeted funding does apply.

The coursework must be at an accredited college, university, or tech center established for higher learning and be approved by the Director of Finance and Operations prior to enrollment to qualify for reimbursement. Reimbursement will be made upon written request with proof of grade at a "B" or better, and proof of payment.

Pre-School Employees Addendum

The information in this section applies to pre-school employees of the Wayland Union Schools. We have attempted to provide information on working conditions and hours, as well as to answer questions regarding rules and procedures that pertain to your employment.

Wayland Community Preschool is a tuition paid program. If the program is interrupted or canceled by the district, or not of its own accord, pay will not be rendered to employees for services not provided to participants.

We hope that your employment with the Wayland Union Schools will be mutually rewarding. Your job is important to the total operation of the school system and to the students we serve.

If you have any further questions, please contact your immediate supervisor or the administration office. Your questions or comments are always welcome.

Conditions of Employment

CPR Certification:

The preschool staff will arrange for CPR certification which is required for the preschool. The District will pay time in attendance and training expenses, when using District provided CPR training.

Central Registry Clearance (CRC) and background check:

Preschool staff are required to complete a Central Registry Clearance. Please see the Early Childhood Director for directions in completing the form for the Central Registry Clearance. Background checks (fingerprinting) are required for BOTH the school employment and the preschool licensing. Since two sets of prints are required, the District will reimburse for one set of prints on the first payroll. A reimbursement form must be completed and will be included as part of onboarding forms.

Reporting illness:

In the event of illness, or absence, you must notify your supervisor by email and arrange a sub through the Absence Management system. To best serve our students, the absence should be entered the night before if possible.

Recording work hours:

All hourly employees are required to report their time worked utilizing an approved timekeeping system. The time must be approved by the immediate supervisor. Online time sheets are to be completed weekly and submitted for the pay periods.

Employee Benefits

Required licensing professional development and conferences:

The District will pay regular wages for up to 16 hours of professional development which meet the requirements for annual licensing. Additional hours will be on employees' own time and expense. Prior approval is required for all professional development. A conference request form must be completed and approved by your building administrator and administration for all conferences or workshops that are not District provided.

Insurance:

Starting in September 2022, all preschool staff will be offered Option D insurance as stated in the non-affiliated handbook. This offer does not include cash in lieu of insurance.

Snow days:

In addition to the Handbook language, preschool staff may be scheduled at other times to complete the preschool calendar. Preschool staff will be paid for up to 6 state forgiven snow days which fall on a normally scheduled work day---- if no snow on your work day, no snow day pay. Example, if staffing a MWF preschool, but snow day is on Tuesday only - no snow day pay for staff that week in the MWF program.

Evaluation:

A written evaluation of all pre-school employees shall be made by their immediate supervisor each year. The evaluation shall be discussed with, and signed by the employee involved and placed in their personnel file in the Central office.

Recording PTO time:

Preschool staff working both full and half days (MWF full day, T/TH AM only for example) can record the half day absences using only a half PTO day when absent on T/TH. If staff only work an AM or PM session (this is their full regularly scheduled day), then an absence is a full PTO day. PTO days should be entered in the absence management system as early as known, so a sub can be secured.

Work hours:

School day working time is set by the supervisor. In addition to student days, teachers can work up to 12 hours prior to the school year to prepare the classroom and up to 8 hours after students are finished to close the program. The supervisor may schedule up to four additional hours for staff meetings for the teacher and/or aides. In addition to the regular work hours the following time is required and paid:

1. Teacher and aides are required to facilitate preschool open houses (2 hours) and early childhood nights (2 hours). In addition, teachers will hold parent teacher conferences two times a year. Teacher paid hours for parent teacher conferences will be determined by the supervisor annually, based on student enrollment.
2. PREP TIME:
Extended day programs: Teachers may have up to 50 minutes of prep time per day
Partial day programs (AM session or PM session): Teacher may have up to 30 minutes of prep per session.
3. Student Supervision Time:
Aides may have a total of 30 minutes supervision time per day to monitor student arrival and departure.

Preschool employees may sub in the preschool program OR in the school as an aide or kitchen assistant. The time subbing must not interfere with normal scheduled work time. The regular rate of pay will be paid for time subbing in these capacities. Aides substituting for the preschool teacher will be paid \$0.50 per hour in addition to their current pay rate.

Appendix A

Non-Affiliated Wage Schedule 2023-2024

Effective 07-01-2023	level	level	level	level	level	level	level	level	level	level	
Step	1	2	3	4	5	6	7	8	9	10	
1	\$ 12.96	\$ 15.32	\$ 18.30	\$ 21.28	\$22.55	\$23.78	\$25.04	\$27.54	\$29.44	\$31.83	
2	\$ 13.35	\$ 16.01	\$ 19.14	\$ 22.25	\$23.55	\$24.86	\$26.16	\$28.79	\$30.76	\$33.26	
3	\$ 13.93	\$ 16.72	\$ 19.99	\$ 23.24	\$24.61	\$25.98	\$27.34	\$30.09	\$32.15	\$34.76	
4	\$ 14.56	\$ 17.47	\$ 20.88	\$ 24.29	\$25.72	\$27.15	\$28.58	\$31.43	\$33.59	\$36.32	
5	\$ 15.21	\$ 18.26	\$ 21.84	\$ 25.38	\$26.88	\$28.37	\$29.87	\$32.85	\$35.10	\$37.95	
6	\$ 15.90	\$ 19.10	\$ 22.82	\$ 26.52	\$28.08	\$29.64	\$31.21	\$34.33	\$36.69	\$39.67	
7	\$ 16.62	\$ 19.95	\$ 23.85	\$ 27.72	\$29.36	\$30.98	\$32.61	\$35.87	\$38.34	\$41.46	
LONGEVITY											
5 years	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	
10 years	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	
15 years	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	
20 years	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
**Longevity is based on completed years in the District, to be paid each year, on the June 20th payroll.											
Level 1	Preschool Aides, Base Clerical/Aide-not in union										
Level 2	Non-Affiliated Secretary, Technology Secretary/Help Desk Assistant										
Level 3	Preschool Teacher, Specialists, Technician Level I, Comm Ed Coordinator, Fitness and Aquatics Coordinator										
Level 4	Accounts Specialists I, Payroll Specialist I, Business Office Specialist I, Communications Specialist I, Network (Tech) Eng Level I										
Level 5	Technician Level II, Behavior Interventionist, Instruction Compliance Specialist										
Level 6	District Safety Officer, Asst Mechanic/Driver										
Level 7	FAC Director, Mechanic, MS Athletic Coordinator, Network (Tech) Eng Level II										
Level 8	Accounts Specialist II, Business Office Specialist II, Communications Specialist II, Executive Admin Asst										
Level 9	Payroll Specialist II, Human Resources Specialist, Accountant, Network Supervisor										
Level 10	Maintenance Supervisor, Transportation Supervisor							Approved by the BOE 06/26/2023			

Wayland Union Schools
Employee Handbook Receipt

EMPLOYEE ACKNOWLEDGEMENT FORM

I hereby acknowledge receipt of my personal copy of the Wayland Union Schools Employee Handbook for non-affiliated support staff. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I became an employee of Wayland Union Schools voluntarily. I understand and acknowledge that there is no specified length to my employment with Wayland Union Schools and that my employment is at will. I understand and acknowledge that “at will” means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that “at will” means that Wayland Union Schools may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand the information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that no modification to contractual relationships or alterations of at will relationships is intended in this handbook.

I understand and acknowledge that this handbook is not a contract of employment. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE’S NAME (printed): _____

EMPLOYEE’S SIGNATURE: _____

DATE: _____