

Wayland Union Schools

Maintenance Employee Handbook

July 2025

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PURPOSE

The information in this Handbook applies to all maintenance employees with Wayland Union Schools. 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 to help 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. 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 the 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 the 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.

School & Building Closures:

Employees in this classification are required to report to work on days when school is closed due to inclement weather or another emergency.

Payroll:

You will be paid on the 5th and 20th of every month. If the date falls on a holiday, Saturday or Sunday, you will be paid the prior business day 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. It is the responsibility of the employee to review their paystubs and ensure all pay and deductions are as expected.

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

The positions covered in this Handbook are included in the Maintenance Pay Schedule, Appendix A.

Working Hours:

The District normal operations are scheduled for Monday through Friday, eight (8) hours per day. 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 weekly basis, to your supervisor. Adjustments in the minimum or maximum 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 workday. 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 workday and is unpaid.

Overtime. Overtime shall not be worked unless it has been pre-authorized. Overtime, at the rate of 1-1/2 times the Employee's regular wage will be paid for all hours worked in excess of forty (40) in a work week.

Building Checks. Pool and Building Checks will be completed by the maintenance staff using an approved checklist. A Pool Check will be completed each weekend \$40.00 per occurrence. A building check from home online or in person shall be paid at \$40.00 per occurrence.

Leaves of Absence

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.

Paid Leaves:

ESTA (Earned Sick Time Act): Maintenance employees will earn ESTA each month July through June at the rate of 6 hours per month in which a minimum of half of the work days are worked. 9 days will be front loaded in July or pro-rated & loaded based on when a new hire starts working. In the event that an employee's active status changes prior to the end of the school year, all ESTA will be pro-rated. Any time used that was unearned will be required to be paid back to the district. Any ESTA hours remaining at the end of the school year, will be rolled over into ETO hours.

ETO (Earned Time Off): Maintenance employees will earn ETO each month, July through June, at a rate of 4 hours per month in which a minimum of half of the work days are worked. 6 days will be front loaded in July or pro-rated & loaded based on when a new hire starts working. ETO may be accessed beginning the end of the probationary period (91st calendar day of employment). ETO days (up to 150) will roll over each July. If on June 30, an employee has more than 150 days in their bank, they will lose that additional time. Thereby starting July 1 with 150 days, plus the new year's allocation and any rolled over ESTA hours.

Vacation: Maintenance employees will be allocated Vacation time. Vacation time will be front-loaded 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 will be entitled to ten (10) days, with a maximum of 80 hours of paid vacation during year one (unless prorated by hire date). 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)

Time Off Use Limitations

ESTA (Earned Sick Time Act)

- Time can be used in half (1/2) day increments
- ESTA can be used for the employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for the employee or the employee's family member.
- ESTA can be used if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care of psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- ESTA can be used for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- ESTA can be used for closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, regardless of whether the employee or family member has actually contracted the communicable disease.
- More than 3 consecutive days will require reasonable documentation that the leave has been used for a permissible purpose defined by ESTA (above).
- ESTA must be used for reasons defined by ESTA before ETO can be used.

- Days off should be entered as they occur in the absence management system determined by the district.

Family member is defined by the Earned Sick Time Act and: Biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in place of a parent. Biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in place of a parent when the employee was a minor child. Grandparent. Grandchild. Biological, foster, or adopted sibling. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Earned Time Off (ETO):

- Time can be used in half (1/2) day increments
- No more than 3 consecutive days can be taken at one time, unless a dr. note is provided stating the employee is unable to work
- Days off should be entered as they occur in the absence management system determined by the district.
- Days cannot be used the first ten (10) student days or last ten (10) student days, unless a dr. note is provided stating that the employee was unable to work.
- Days cannot be attached to any district scheduled break, unless a dr. note is provided stating that the employee is unable to work.
- Days cannot be attached to the use of ESTA days, unless all ESTA days have been exhausted AND a dr. note is provided stating the employee was unable to work.
- Days cannot be attached to the use of vacation days.

A doctor's note must be provided within 3 days of the need for a note.

The Board reserves the right to require reasonable proof of illness including a doctor's certificate, where a pattern of ETO leave indicates abuse.

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

Maintenance employees 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 ETO hours in the following manner.

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

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

Example #1:

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

Example #2:

Retiree has 82 accumulated ETO 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.

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

Vacations:

Vacation time for all eligible hourly employees can be used in half (1/2) day increments.

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. Vacation time cannot be used attached to ESTA or ETO days.

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). In the event of your death, accrued vacation pay will be paid to your heirs as required by State Law.

The employee may choose to receive pay for up to seven (7) vacation days annually. Requests must be made in writing to their administrator/supervisor for approval. Payment of remaining days owed, or reimbursement of days used beyond accumulation will occur on the final paycheck issued.

IMPORTANT: ESTA, ETO 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.

Holidays

Maintenance employees shall be given the following ten (10) holidays:

- July 4th
- Friday before Labor Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Christmas Eve Day
- New Year's Eve
- New Year's Day
- Memorial Day

The benefit for full-time Employees is eight (8) hours; the benefit for less than full-time Employees is based on the regular hour assignment for that Employee's position (for example: a four (4) hour Employee's benefit is four (4) hours, and a six (6) hour Employee's benefit is (6) hours).

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.

Additional Benefits

Annual Tool and Clothing Allowance.

Each Maintenance I and II Employee will be provided with an annual allowance for tools and clothing as indicated here:

Maintenance I up to \$700.00
Maintenance II up to \$1,000.00

This will be a reimbursement when proper forms and receipts are submitted to the supervisor confirming the nature and amount of purchase. Any amount of the allowance not used at the end of the fiscal year shall not be carried forward to the following year. This amount will be pro-rated for mid-year new hires.

Insurance

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.

This insurance benefit is not automatic. The Employee must fill out the insurance application. Also, marriage, childbirth, death, or any other change in an employee's family should be brought to the immediate attention of the Business Office for the purpose of keeping insurance coverage current.

With respect to Employees who quit, resign, are terminated by the Employer, or are laid off, the Employer will pay its share of insurance premiums to provide coverage through the last calendar month that the Employee worked at least one scheduled workday.

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.

SCHEDULE A

Maintenance Wage Table 2025-26			
Effective July 1, 2025			
Step	Maintenance I	Maintenance II	
1	\$19.64	\$25.74	
2	\$20.32	\$26.77	
3	\$21.01	\$27.78	
4	\$21.83	\$28.86	
5	\$22.70	\$29.95	
6	\$23.57	\$31.03	
7	\$24.52	\$32.25	
8	\$25.48	\$33.53	
9	\$26.42	\$34.89	
10	\$26.77	\$36.32	

LONGEVITY

The following longevity rates will be payable in June based on length of service in the district:

Longevity for those hired on or after
July 1, 2025:

1-5 years: \$450
6-10 years: \$600
11-15 years: \$750
16-20 years: \$1,000
21+ years: \$1,250

Longevity for those hired before
July 1, 2025:

1-5 years: \$450
6-10 years: \$600
11-15 years: \$750
16-20 years: \$1,000
21+ years: \$1,250

Classification Qualifications – The following certifications/qualifications are required to maintain the classification:

Maintenance I: Certified Pool Operator, AHERA Certification, and Water Operator

Maintenance II: All of the Maintenance I certifications/qualifications and Certified HVAC

If any of these areas are deficient, the Employee will have one (1) year to acquire such certifications. If the Employee does not acquire the necessary certifications, the Employer may deduct \$0.25/hour for each deficiency, to a maximum of \$0.75/hour, from the wage of that Employee until the Employee acquires that certification/qualification.

APPENDIX A: EVALUATION PROCEDURES

MAINTENANCE EVALUATION PROCEDURES

1. The purpose of Employee evaluations is to maintain and improve job performance.
2. The evaluation procedure shall provide for informal opportunities for the evaluator to record the performance of the Employee at other times in addition to formal observations.
3. Probationary Employees will be evaluated at least once in their first ninety calendar days (90) days of employment.
4. Non-probationary Employees will be evaluated every other school year.
5. Employees rated unsatisfactory will be given a plan for improvement and evaluated in the next school year.
6. Employee evaluations will be conducted by the Maintenance Supervisor. The Maintenance Supervisor may seek input from building administrators as appropriate.
7. Evaluation form will be used which may include the evaluator's written suggestions for improvement. The Employee will have an opportunity to respond in writing to the evaluation on the form.
8. The Maintenance Supervisor will review evaluation with the Employee.
9. The content of an evaluation shall not be subject to the grievance procedure