

**Wayland Union Schools**  
**Secretaries' Handbook**

**Revised July 2025**

# **Secretarial Personnel**

## **Foreword**

The information in this Handbook shall apply to all building level secretaries of the Wayland Union Schools. We have attempted 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.

If you have any further questions, please contact your immediate supervisor or the administration office.

Your questions or comments are always welcome.

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# **Conditions of Employment**

## **Probationary Period**

A new employee hired to fill a vacancy other than that of a temporary nature shall have the status of a probationary employee for ninety (90) calendar days. After an employee has completed the probationary period of employment and has proved satisfactory, the status of a regular employee will be granted.

## **Mentor Program**

When a new secretary is hired into the system, the Superintendent and secretary representative may designate a member of the secretarial group to be a mentor for that secretary. A stipend of \$200 will be paid to that mentor. The new secretary will be mentored for one year. The mentor will be paid their stipend at the end of one year.

## **Responsibilities and Duties**

The assignment of duties and responsibilities is the responsibility of the respective administrator(s).

## **ReHire**

An employee who voluntarily terminates employment and is rehired shall be considered a new employee.

## **Hiring Policy**

When a new secretary is to be hired, the Superintendent or designee will designate a representative of the secretarial group to be a member of the interviewing committee.

## **Reporting Illness**

In the event of illness, or absence, a secretary must notify his/her supervisor at least one hour before the work day begins. Individual day use of ETO must be stated on the time card. Use of 3 consecutive days of ETO must be pre-approved using standard time off request form.

## **Working 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 or maximum daily hours of work must be mutually agreed upon by you and your Administrator.

Employees are entitled to a fifteen (15) 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, or extra work must be pre-approved by the Building Administrator and the business office using the proper procedures.

# **Employee Benefits**

## **Conferences**

Conferences and other advanced education and training are encouraged. When required or requested by the district, expenses for travel, lodging and meals will be paid (preapproval is necessary through the business office). Conferences and training must be requested by the employee using the conference request forms.

## **Meetings**

Secretaries will have monthly meetings (during the school calendar), the Wednesday following a BOE meeting. The purpose of these meetings will be to share district information, building information, and receive training (Infinite Campus or other).

## **Tuition Reimbursement**

For those secretaries pursuing an Associate Degree or Bachelor Degree, 100% of the tuition cost of one class per year will be reimbursed, up to a maximum of \$500.00. The secretary must be employed one full year to request tuition reimbursement.

All coursework must be directly related to job duties and must be approved by the Superintendent prior to enrollment.

## **Time Off**

### **ESTA (Earned Sick Time Act)**

Secretaries will earn ESTA each August through May at the rate of .75 days per month. 7.5 ESTA 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.

ESTA Use limitations:

- Time can be used in half and full 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: 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.

Any ESTA days remaining at the end of the school year, will be rolled over into ETO days.

### **Earned Time Off (ETO)**

Secretaries will earn ETO days each August through May. A maximum of 6 days may be earned per school year (.6 per month). Time will be front loaded in July or pro-rated and loaded based on when a new hire starts working. ETO shall not accumulate unless the employee is receiving a regular paycheck. In the event of an unpaid leave of absence or FMLA that begins after the first of the month ETO will be prorated based on paid time less than or equal to 70 hours, being ½ month. (i.e. 140 hours paid = .6 days earned, 70 hours paid = .3 days earned). In the event that an employee's active status changes prior to the end of the school year, all earned time will be pro-rated. Any time used that was unearned will be required to be paid back to the district.

ETO Use limitations:

- Time can only be used in half and full day increments
- No more than 3 consecutive days can be taken at one time, unless a dr. note is provided stating the employee was 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 five student days or last five student days, unless a dr. note is provided stating that the employee is unable to work.
- Days cannot be used preceding or following each holiday or vacation period when school is not in session, to include: Thanksgiving, Winter Break, Mid-winter Break, Spring Break, and Memorial Day.
- 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 is unable to work.

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

ETO days (up to 120) will roll over each July.

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.

No days will be paid out upon leaving employment.

Family Emergencies/Bereavement up to 5 ETO days can be taken for emergency leave, when authorized by the supervisor. The immediate family shall include mothers, fathers, children, grandparents, grandchildren, brothers, and sisters (to include all step and in-law of those relations).

### **Attendance Incentive**

Employees who have accumulated at least 30 days of ETO as of the preceding June 30, shall receive an attendance incentive payment on or before the next June 30, based on the number of ETO days used during the preceding school year, as follows: zero days used (\$100); one day used (\$75); two days used (\$50), twice a year. The time periods will be August through December (Winter Break) and January through June.

### **Holidays**

Full time secretaries who work a minimum of students' days will be paid for up to nine (9) holidays as noted here: Friday before Labor Day (provided more than 50% of calendar work days are worked in August), Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day). These holidays will be paid as they occur.

### **Family Medical Leave Act (FMLA)**

The District shall grant leaves of absence of up to 12 weeks to you, if you are eligible under the Family and Medical Leave Act (defined as employee who has been employed at least 12 months immediately prior to the leave and who has worked a minimum of 1,250 hours in the previous 12 months immediately prior to the leave.) The 12-month period shall be measured in a rolling 12 months. If you request leave for one of the following reasons, then the District shall consider the initial 12 weeks of such leave as a request for leave under the Family and Medical Leave Act (FMLA):

- (a) A serious health condition of yours; or
- (b) A serious health condition of your spouse, parent or child; or
- (c) The birth of a child, or placement of a child with you for adoption or foster care; or
- (d) Because of a qualifying exigency arising out the fact that your spouse, child, or parent is called to active duty status; or
- (e) Because you are the spouse, child, parent, or next of kin of a covered service member with a serious injury or illness.

More detailed information can be obtained from Human Resources if you have any questions. Also, posters describing your rights under FMLA are displayed in your building's main break room.

### **ETO Bank Donation**

In the event an Employee suffers a prolonged illness or disability, which is supported by a statement of need from an attending physician, the Superintendent or designee will invite the donation of up to three ETO days per school year, per employee, per event to be available to the employee who has exhausted all ESTA and ETO days. Employees may access the ETO bank one time per event. Days must be donated within 14 calendar days of the request. Unused donated days shall not accumulate. Any days not used shall be returned to the employees contributing such days in a random fashion determined by the district. No employee receiving compensation through workers compensation, LTD, or STD shall be eligible to use ETO bank days. The illness or disability must be of an emergency nature and the leave must be taken as an uninterrupted block of time for each such illness or disability, unless allowed under the terms of the LTC policy. Absences due to illness or disability will be designated as FMLA leave where permitted by law.

### **Insurance Benefits**

Secretaries who work a minimum of 190 days and seven (7) hours per day shall receive insurance benefits. Employees may choose one of the following options

1. Option A – includes choice of a health plan listed, dental, vision, LTD and life insurance
  - a. ABC Plan 1 (High Deductible Health Plan with HSA)
  - b. Essentials Plan (Low deductible Health Plan- no HSA)
2. Option B – includes CIL of health insurance in the amount of \$5000 annually, dental, vision, LTD and life insurance.

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.

Employees choosing PAK B shall receive cash-in-lieu of health insurance in the amount of \$5000 annually, paid in equal monthly payments, included on the paycheck. This amount is subject to change by Board directive.

ABC Plan 1 health insurance 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 1/20<sup>th</sup> 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).

### **Snow Days**

Secretaries in this classification will not be required to report to work on days when school is closed due to inclement weather or other emergency. Secretaries will be paid for the state allowed snow days (6) as they occur. Additional snow days will not be paid as they occur. However, a secretary may use ETO time for those snow days and be compensated. Secretaries 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. Paid snow days will count as days worked toward contracted days.



### **Evaluation**

A written evaluation of all secretaries shall be made by their immediate supervisor in December of each year. The evaluation shall be discussed with, and signed by the secretary involved and placed in their personnel file in the superintendent's office. A copy of the evaluation form to be used is attached.

## **Other**

### **Discipline and Employee Rights**

Employees will be informed of applicable reasonable rules and policies governing their conduct prior to the imposition of any discipline based upon a violation of such rules and policies.

An employee shall be entitled to have present a representative of the secretarial group, upon the employee's request, during any disciplinary action or during an interview which reasonably could lead to discipline of the employee. When a request for representation is made, no action shall be taken with respect to the employee until such representative is present. In the event a disciplinary action is to be taken, the employee shall be advised of the right to representation under this section of the Agreement prior to action being taken.

Any formal complaint made against an employee by any parent, student, or other person will be promptly called to the attention of the employee. Any complaint not called to the attention of the employee may not be used in any disciplinary action against the employee nor placed in his/her personnel file.

It is agreed and understood that under normal circumstances the following progressive system of discipline shall be followed in disciplining employees:

- a) Verbal warning. This verbal warning shall be documented with the date and the topic.
- b) Written reprimand by the immediate supervisor.
- c) Suspension without pay.
- d) Dismissal.

Further, it is agreed and understood that there may be a combination or acceleration of such steps in a serious case.

### **Lay Off Procedure**

The following guidelines will be used in the event a layoff of secretaries becomes necessary:

- A. Positions will be eliminated and the person designated as laid off.
- B. A laid off person will be allowed to "bump" for another position on the following basis:
  - 1. Training and fitness for the job.
  - 2. Seniority.
  - 3. Preference of the Supervisor.

- C. "Bumping" shall not be allowed to cross group lines (Ex: custodians, aides, secretaries, etc. shall be considered separate groups). The central office employees shall be considered a separate group.
- D. Two weeks written notice will be given to a person on layoff. A copy of this notice will be placed in the personnel file.
- E. No credit on the wage scale shall be given to a person during the layoff period.
- F. Should the eliminated positions be restored, the following basis for recall will be used:
  - 1. Training and fitness for the job.
  - 2. Seniority.
  - 3. Preference of the Supervisor.
- G. A person who has been recalled must notify the school within two weeks if he/she desires to return to work. If such notification is not received within two weeks, the position will be filled with another person. No further recall will occur, the person will be considered a quit.

### **Termination**

The service of a secretary may be terminated on the recommendation of the supervisor to the Superintendent. The supervisor shall make every effort to discuss unsatisfactory work practices and the means of correction with the secretary before recommending termination to the Superintendent.

A secretary who resigned voluntarily is asked to submit in writing the intent to leave the District at least two weeks in advance of the effective date of termination. However, if a Michigan ORS vested secretary gives advance notice of 6 calendar months of retirement, they will receive a \$1000.00 notification incentive, or 3 calendar months advance notice of retirement a \$250.00 incentive, payable on the final paycheck. They must meet the following criteria to receive the incentive:

- Advance notice of either 3 or 6 months.
- Create/update a paper binder AND/OR Google Drive folders with "how to guides" and examples of daily, monthly, and annual responsibilities and tasks.
- Create a monthly calendar with a list of "to dos" - all responsibilities and tasks should be listed.

The supervisor is responsible to insure these are completed prior to the last day of employment.

## **Secretarial Work Calendar**

Position	Calendar Days
High School Building Secretary	220
Special Education Administrative Assistant	220
Transportation Secretary	212
High School Guidance Secretary	208
High School Athletic Secretary	203
High School Office Secretary	198
Middle School Building Secretary	203
Middle School Athletic Secretary	203
Pine Street Elementary Building Secretary	199
Dorr Elementary Building Secretary	199
Steeby Elementary Building. Secretary	198
Baker Elementary Building Secretary	198

## **WAGES**

Wages for secretaries shall be based on an hourly rate. Relevant experience earned by employment internally or externally may be granted on the scale and credit may be given to a max of Step 5 at time of hire.

### **2025-2026 Scale**

Step	Pay Rate
1	\$16.77
2	\$17.65
3	\$18.57
4	\$19.43
5	\$20.33
6	\$20.45
7	\$20.58
8	\$20.75
9	\$21.33
10	\$22.17
11	\$22.56
12	\$22.95
13	\$23.35
14	\$23.76
15	\$24.18

### **Additional Compensation:**

Associate Degree: \$0.50/hr

Bachelor Degree: \$1.00/hr

Longevity in District, paid in June:

6-10 yr \$600.00

11-15 yr \$750.00

16-20 yr \$1,000.00

21+ yr \$1,250.00

### **Wage Payment Details**

A. All secretaries will be paid by timekeeping system and wages will not be annualized.

B. A secretary's working hours may be designated by their supervisor. However, the business office should be notified of the secretary's hours. The business office determines calendar work days.

C. Step increases, inclusive of longevity, will occur on July 1<sup>st</sup> or upon return to work at the beginning of the next school year. If a secretary starts after March 1 in a year, they will move to the next step the FOLLOWING July 1. (i.e. March hire date, receive step July of following year)

## Wayland Union Schools Secretary Evaluation

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
School/Department: \_\_\_\_\_ Year: \_\_\_\_\_

**Highly Effective:** Consistently anticipates needs of school/department; completes work before deadlines; extends self to take on responsibilities beyond job description

**Effective:** Meets responsibilities listed in job description

**Minimally Effective:** Inconsistently meets responsibilities listed in job description

**Ineffective:** Does not meet responsibilities listed in job description

1. Conducts self in a professional manner (enthusiastic, friendly, professional appearance)

\_\_\_\_ Highly Effective      \_\_\_\_ Effective  
\_\_\_\_ Minimally Effective      \_\_\_\_ Ineffective

Comments:

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2. On-time for daily schedule

\_\_\_\_ Highly Effective      \_\_\_\_ Effective  
\_\_\_\_ Minimally Effective      \_\_\_\_ Ineffective

Comments:

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3. Maintains rapport with colleagues (teamwork/ cooperation, including willingness to cross-train)

\_\_\_\_ Highly Effective      \_\_\_\_ Effective  
\_\_\_\_ Minimally Effective      \_\_\_\_ Ineffective

Comments:

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4. Communicates with teachers, students, parents and the public

\_\_\_\_ Highly Effective      \_\_\_\_ Effective  
\_\_\_\_ Minimally Effective      \_\_\_\_ Ineffective

Comments:

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5. Initiative (performs assigned duties with minimal supervision)

\_\_\_\_ Highly Effective  
\_\_\_\_ Minimally Effective

\_\_\_\_ Effective  
\_\_\_\_ Ineffective

Comments:

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6. Maintains confidentiality (with students and staff)

\_\_\_\_ Highly Effective  
\_\_\_\_ Minimally Effective

\_\_\_\_ Effective  
\_\_\_\_ Ineffective

Comments:

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7. Follows state, district, and school policies and procedures

\_\_\_\_ Highly Effective  
\_\_\_\_ Minimally Effective

\_\_\_\_ Effective  
\_\_\_\_ Ineffective

Comments:

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8. Manages time

\_\_\_\_ Highly Effective  
\_\_\_\_ Minimally Effective

\_\_\_\_ Effective  
\_\_\_\_ Ineffective

Comments:

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9. Maintains records/documents/reports

\_\_\_\_ Highly Effective  
\_\_\_\_ Minimally Effective

\_\_\_\_ Effective  
\_\_\_\_ Ineffective

Comments:

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10. Attends required meetings and professional development

\_\_\_\_ Highly Effective  
\_\_\_\_ Minimally Effective

\_\_\_\_ Effective  
\_\_\_\_ Ineffective

Comments:

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Supervisor's Final recommendation: Considering all factors, the work performance of this employee is:

       **Highly Effective**                             **Effective**  
       **Minimally Effective**                       **Ineffective**

Comments:

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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

NOTE: The employee's signature does not necessarily indicate agreement but, rather, that a conference has been held on the date indicated. It is further understood that the employee has the right to attach a letter of personal comment to this form. This letter must be returned within one business day.

Additional documentation attached if needed.