

**Wayland Union Schools**

**Secretaries Handbook**

**Revised 2021- 2024**

# **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.

Revised 2022

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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. If the new secretary is hired mid-school year, then the mentor will receive half of their stipend at the end of the fiscal year, and the remaining balance at the one year anniversary.

## **Responsibilities and Duties**

The assignment of duties and responsibilities is the responsibility of the respective administrator(s). Overtime, extra work, or comp time must be pre-approved by the Building Administrator using the proper procedures.

## **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.

When considering candidates for a position, it is recommended they have a minimum of an Associate's Degree (Business/Office Management, or closely related), or comparable office experience.

## **New Hire Procedure**

It is understood by both parties that as new secretaries are hired, they will be required to have a criminal records check which includes fingerprinting and be responsible for any fees that are incurred. Potential hires will be administered Word and Excel skills tests. The new secretary will receive a copy of the Secretarial Handbook which includes their wage schedule, benefits and procedures.

## **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 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, extra work, or comp time must be pre-approved by the Building Administrator and the business office using the proper procedures. Guidelines and tracking sheet are available at [www.waylandunion.org](http://www.waylandunion.org).

## **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 (pre approval 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 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's Degree or Bachelor's Degree, 100% of the tuition cost of one class per year will be reimbursed with 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.

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

Secretaries will earn time off each August through May,, i.e. ETO. A maximum of 13 days may be earned per school year. Time will be entered on the first payroll of each month as indicated here: When working in August, a 1.75 ETO will be on the September 5 payroll, each month thereafter will earn 1.25 days with the final entry on the June 5 payroll.

Use limitations:

Time can 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 a leave time request will be completed and pre-approved by the supervisor.

Days off should be clearly noted on time cards as "ETO".

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 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.

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 = 1.25 days earned, 70 hours paid = .75 days earned)

ETO shall accumulate up to and including (120) days. 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 sick or personal, or other leave time categories, their days will be calculated by the admin office for the conversion to ETO 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.

### **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.

### **Jury Duty**

In the event a secretary is asked to perform jury duty, he/she shall be compensated, to a maximum of 60 days, for normal scheduled time he/she would have otherwise worked. To be fully compensated, any funds received from the court service for jury duty must be given to the district, however, the portion of designated as mileage and parking may be kept to cover those expenses. Jury duty should be marked on the time card and the compensation should be sent before or with the time card.

### **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. However, additional snow days will not be paid as they occur. 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.

	<b>2023-2024</b>	<b>2024-2025</b>	
<b><u>Step</u></b>	<b>Base Rates</b>	<b>Base Rates</b>	<b>ADDITIONS TO BASE RATE:</b>
<b>1</b>	\$15.96	\$16.60	Degree:
<b>2</b>	\$16.81	\$17.48	Associates      \$0.50
<b>3</b>	\$17.68	\$18.39	Bachelors      \$1.00
<b>4</b>	\$18.50	\$19.24	
<b>5</b>	\$19.36	\$20.13	District longevity payable in June:
<b>6</b>	\$19.47	\$20.25	1-5 years      \$450.00
<b>7</b>	\$19.60	\$20.38	6-10 years     \$600.00
<b>8</b>	\$19.75	\$20.54	11-15 years    \$750.00
<b>9</b>	\$20.31	\$21.12	16-20 years    \$1,000.00
<b>10</b>	\$21.10	\$21.95	21+ years      \$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)

# 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      \_\_\_\_ Effective  
\_\_\_\_ Minimally Effective      \_\_\_\_ Ineffective

Comments:

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6. Maintains confidentiality (with students and staff)

Highly Effective                       Effective  
 Minimally Effective                 Ineffective

Comments:

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

Highly Effective                       Effective  
 Minimally Effective                 Ineffective

Comments:

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8. Manages time

Highly Effective                       Effective  
 Minimally Effective                 Ineffective

Comments:

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9. Maintains records/documents/reports

Highly Effective                       Effective  
 Minimally Effective                 Ineffective

Comments:

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10. Attends required meetings and professional development

Highly Effective                       Effective  
 Minimally Effective                 Ineffective

Comments:

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## **Acknowledgment and Receipt of Handbook**

I have received an electronic or paper copy of the Secretary Handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**