

**Glen Lake Community Schools**



**Non-Certified, Non-Union  
Food Service/Teacher Assistants  
EMPLOYEE HANDBOOK**

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## **SECTION 1**

### **INTRODUCTION**

This Manual is designed to acquaint you with *Glen Lake Community Schools* and provide you with information about working conditions, benefits, and policies which pertain to the non-certified, non-union employees of the Glen Lake Community School District. These employees currently include Secretaries, Food Service, Information Technology Assistants, and Office & Teacher Assistants.

It is hoped that proper and consistent application of the contents of this manual will contribute to an effective, satisfying relationship between you, your fellow employees, and your supervisors.

The nature of your position will bring you into almost daily contact with students, faculty, fellow workers, and community members of the school district. The manner with which you handle their problems and your ability to satisfy their requests will not only reflect the image of our staff, but will determine how efficiently our school district functions.

You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is conducive to both personal and professional growth.

#### **1.1 POLICIES**

It is the responsibility of the employee to familiarize themselves with Board Policies and to check the web-site frequently for changes and or updates. The policies can be found online at <http://www.glenlakeschools.org> click on Our School and off of the pull down menu click on “Board” and follow the policy link to MASB. Policies are subject to change. The Glen Lake Community Board of Education reserves the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. Glen Lake Community School Board of Education will notify all employees of these changes by updating the website. Changes will be effective on the dates approved by the Board of Education at board meetings, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, please speak with your direct supervisor.

***Bullying Policy:*** Pursuant to the Bullying Policy enacted in 2012 all staff members are required to read and sign that they have read the policy and make every effort to abide by the policy. There is a verification of receipt form at the end of the handbook for the employee to sign and return it to Central Office or Supervisor.

#### **1.2 EMPLOYMENT APPLICATIONS**

Glen Lake Community School District (GLCSD) does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, disability, genetic information or testing, sexual orientation, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities.

We rely upon the accuracy of information contained in the employment application and/or resumes and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of the application material information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, immediate dismissal from employment.

#### **1.3 EMPLOYMENT RELATIONSHIP**

The employment relationship is “employee at-will” unless you are covered by a Glen Lake Contract. The employee enters into employment voluntarily, and is free to resign at any time for any reason or no reason. Similarly, *Glen Lake Community Schools* is free to conclude its relationship with any employee at any time for any reason or no reason.

## **SECTION 2**

### **GENERAL**

#### **A. Line of Responsibility**

Non-certified employees are directly responsible to the supervisor in charge of the area in which they are employed. Those working outside the administrative offices are also indirectly responsible to the administration with regard to information that must be provided to ensure accurate completion of reports, records, and job related correspondence etc.

It is the responsibility of all employees, if injured on the job, to report the accident/injury to the supervisor and complete an accident report as soon as possible preferably before the conclusion of the work day when accident or injury has occurred. The medical clinic used for all work related injuries is Munson Occupational Health and Medicine located at 550 Munson Ave. Traverse City, MI 49686. (231)935-8590. After hours care is located at Munson Urgent Care Walk-In Medical Services – 550 Munson Ave. phone (231)935-8686.

#### **B. Conditions of Employment**

An “employee” of Glen Lake Community Schools: is a person who regularly works for Glen Lake Community Schools on a wage or salary basis. “Employees” may include salaried, hourly, regular full-time, regular part-time, and temporary persons.

- a. Salaried: Salaried employees will work between 42 and 52 weeks per year.
- b. Hourly: Hourly employees may work up to a complete calendar year to fulfill the needs of a particular job. The supervisor will furnish the hourly employee, at the beginning of each school year, with a proposed work plan. Exception to this schedule must be approved by the supervisor or superintendent.
- c. Regular Full-Time: Employees who have completed the 60 day probationary period and who are regularly scheduled to work 30 or more hours per week.
- d. Regular Part-Time: Employees who have completed the 60 day probationary period and who are regularly scheduled to work 20 to 29 hours per week.
- e. Temporary Full or Part-time: Employees whose job function is being evaluated to determine if a specific permanent position is needed by the district or to determine the number of hours needed by the district. These employees may have been hired; as interim positions; to assist in the completion of a specific project; or for employee vacation leave coverage. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. Depending on the hours worked over the year, temporary employees may become eligible in the succeeding year, for a percentage of benefits such as sick leave, snow days and personal leave time.

#### **C. Probationary Period**

- a. All new employees will work under a 60 day probationary period. A review evaluation will be done at the completion of the probationary period. The employee will be notified of his/her new status with Glen Lake Community Schools. Glen Lake Community Schools reserves the right to extend the probationary period.

**SECTION 3**  
**EMPLOYMENT AND ASSIGNMENT**

**A. Employee Qualifications:**

1. Employee shall be mentally and physically competent.
2. Employee shall be of good character, clean, neat in appearance. It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Employees will dress in a manner appropriate to their employment assignment. They should wear no apparel that distracts students from the learning process or that creates disruption.
3. Employee shall be capable of understanding, controlling, and cooperating with students and staff and maintaining a just and courteous professional relationship with pupils, parents, staff members and others.
4. Employee shall uphold the policies and procedures of the school system as outlined in this manual and described in the Board Policies found online at <http://policy.ctspublish.com/glenlake-masb/> or in the Central Office.
5. Employee may be asked to attain additional qualifications as job responsibilities change due to State, Federal, or Local requirements.
6. Proper use, protection, and return of all school properties, equipment, and materials, are conditions of employment.

**B. Termination of Employment:**

1. As an “at will” employee, an employee may be separated from service at any time.
2. The dismissal of an employee shall be preceded by a written warning which shall contain a specific statement or statements of work defects, except in the case of personal misconduct, the use of alcoholic beverages and/or unauthorized drugs, and violation of board policy when, at the discretion of the supervisor, the discharge may be effective immediately.

**C. Notice of Resignation:**

1. In order to give sufficient opportunity to train new employees, you are asked to give, in writing, a notice of resignation stating the exact date of departure, as far in advance as possible.
2. Exit questionnaires will be sent to all employees resigning from the District. Information on the continuation of insurance benefits (COBRA) if applicable, will be provided to departing employees. Departing employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on their employment experience.
3. All district keys, books, property, and equipment must be returned upon separation from employment. Failure to do so may result in delay or forfeiture of an employee’s final check.
4. A departing employee maybe required to pick up their final check in the Central Office and/or sign off for payroll deduction in the event equipment is not returned prior to the last day of employment.

**SECTION 4**  
**WORKING CONDITIONS AND PRACTICES**

**A. Office Hours**

1. Salaried Employees: While school is in session, hours will be scheduled by the supervisor with each employee having one half (1/2) hour for lunch period, or total working day of eight (8) hours. Exceptions may be arranged by the superintendent or his/her designee.
2. Hourly Employees: Hours and calendar vary and will be established by the supervisor, following approval of the superintendent or his/her designee.
3. Lunch Periods: All employees are allowed an unpaid one half (1/2) hour lunch period, to be scheduled by the immediate supervisor. Lunch periods will be staggered so that all offices and telephones will be covered at all times during established office hours.
4. Employees under the age of 18 years may not work more than 5 continuous hours without a 30 minute uninterrupted rest period.
5. Work Breaks: For those employees working 4 consecutive hours or more, a rest break of up to a total of fifteen (15) minutes in length may be scheduled by the immediate supervisor. Rest breaks will be staggered so that the office and telephone will be covered at all times during established office hours.

**B. Personnel**

1. Personnel Files – Employee personnel files are the property of Glen Lake Community Schools. Employees who wish to review their own file may do so in the Central Office.
2. Personal Data Changes – It is the responsibility of each employee to promptly notify their supervisor or central office of any changes in personal data such as: Mailing address; Telephone numbers; Name and number of dependents; emergency contact etc. An employee's personal data should be accurate and current at all times.
3. Employee Performance Review and Planning Sessions – Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees at the end of the school year generally in May. Supervisors may conduct informal performance reviews and planning sessions more often if they choose. Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement. New employees will be reviewed at the end of their probationary periods. After the initial review, the employee will be reviewed according to the regular schedule.
4. Punctuality - Employees are expected to be punctual at all times, arrive and be ready to work at the beginning of their work day and continue until the close of the work day or shift. Punctuality and regularity of attendance are important. If you are unable to report for work for any reason, notify your supervisor prior to your regular starting time. You are responsible for speaking directly with your supervisor about your absence. Should undue tardiness become apparent, disciplinary action may be required.
5. Confidentiality: A position in a school requires your utmost confidentiality. Much of the information you have access to is or may be protected by FERPA and/or HIPPA federal laws. These protections require the district and its employees to keep personal identifiable information confidential. This information includes any personal data about a present or former student that would allow anyone to identify the student, including, but not limited to the student's name, photograph, parents' names, address, physical attributes, nicknames, date of birth, telephone number, etc. Information about students in this district is not an acceptable subject for a web-blog, a discussion on social networking web-pages or a personal electronic mail message and you are

expected not to divulge this information. Violations to confidential information could be cause for termination. Further, it is not appropriate to post photographs of students or engage in social interaction with students on the internet or through electronic mail.

6. **Electronic Communications:** As employees of a public entity, staff of the district should be aware of their responsibility to maintain a professional image which is conducive to the performance of their job duties. Employees should be cautious to ensure that pictures, comments, and stories about themselves posted on publically accessible websites are appropriate for viewing by the public and do not hinder the employee's ability to maintain a professional image.
7. **Harassment, Including Sexual Harassment:** Glen Lake Community Schools is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. If you believe you have been the victim of harassment, or know of another employee who has, report it immediately to your supervisor or human resources representative. Employees can raise concerns and make reports without fear of reprisal. All reports will be handled in a timely and confidential manner.
8. **Telephone Use:** Glen Lake Community School telephones are intended for the use of serving our customers and in conducting business. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone lines.
9. **Substance Abuse:** The School is committed to providing a safe and productive building for its students, employees and community. In keeping with this commitment, employees must comply with all federal and state laws pertaining to a drug-free workplace and a drug-free school environment. The following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the school while they are on school premises or elsewhere when representing the school on school business during or outside of usual working hours. Employees of the district must recognize their responsibilities as role models for the students; therefore, employees who violate these policies will be subject to disciplinary action, which may include suspension, termination and/or referral for prosecution. Employees must comply with these policies as a condition of employment.
10. **Tobacco Products:** Glen Lake Community School District is smoke-free in/on all school district property. The use of tobacco products is strictly prohibited anywhere on district premises or properties.
11. **Non-investigatory searches in the workplace,** including assessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places.
12. **Internet Use:** Glen Lake Community School employees are allowed use of the internet and e-mail when necessary to serve our students and conduct school business. Use of the internet must not interfere with an employee's productivity. Employees are responsible for using the internet in a manner that is ethical and lawful. All employees are required to sign an internet use policy form. Internet and e-mail messages are public and not private. Glen Lake Community School reserves the right to access and monitor all files and messages on its systems.

### **C. Weather and Emergency Closings**

1. **Inclement Weather/Emergency Closings:** Employees will be notified through Glen Lake's Phone electronic messaging system. Employees are compensated for up to 4 days for weather/emergency closings per year.
  - Snow days void sick (pre-arranged and not pre-arranged)



- Snow days void personal days i.e. if an employee has a pre-approved personal day and there is a snow day on that day – the employee will be docked for the snow day. The personal day will remain in the leave time for the current year.
  - Snow days do not void FMLA and/or Leave of Absence
  - Sick days void personal days. For example, a staff member had a pre-arranged personal day in the afternoon and then needed to call in sick that day – this would be recorded as a whole sick day.
  - Sick days can be used for bereavement that falls outside of the “listed family members” (i.e. uncle, close friend) – administrator can approve and follow the normal 3 day standard.
  - Any bereavement (or sick used as bereavement) that extends beyond 3 days needs to be approved by the Superintendent.
2. Crisis Management Plan from Leelanau County - Safe Schools: All Glen Lake Community Schools personnel should familiarize themselves with the Crisis Management Plan from Leelanau County on Safe Schools. The plan book is available in the main offices of the Elementary and Secondary Schools.

## **SECTION 5** **PROCEDURES**

### **A. Information on Payroll**

1. Paydays: Employees are paid on a bi-weekly basis with pay checks distributed on Fridays. Pay can also be auto deposited directly into an employee’s bank account upon request. Contact the payroll department for more information about the automatic payroll deposit service.
2. Pay detail statements can be viewed on-line at the payroll web portal located on the Glen Lake Community Schools web page under staff – staff resource links – payroll web portal. Payment will not be released to any person other than the district employee named on the check without the employee’s written authorization.
3. Timesheets: It is the responsibility of the hourly employee to maintain a daily timesheet showing hours worked with a start and end time and submit the timesheet to the supervisor or designee for approval and signature. Timesheets not received in a timely manner, may not be processed until the following bi-weekly pay. The normal deadline for timesheets is the Friday preceding the bi-weekly pay date. On occasion employee’s are asked to estimate hours to meet certain operational deadlines. Adjustments to estimates are made in the subsequent pay period.
4. Overtime: is allowed only upon prior approval of the superintendent or their designee. Approved overtime is paid on worked hours over forty (40) hours per/week. Worked hours do not include leave time pay/hours. Overtime beyond the forty (40) hour work week will be paid at the rate of one and one-half times regular hourly rate of pay.
5. Involuntary deductions are as follows:
  - a. Federal income tax
  - b. Michigan state income tax
  - c. Social security-FICA & Medicare
  - d. MIP retirement plan – varies according to State of Michigan mandates
  - e. Health insurance cap – varies according to State of Michigan mandates
6. Voluntary Deductions are as follows:
  - a. Health Insurance Purchase requested by employee and paid by the employee (payroll deduction plan available)
  - b. Direct Deposit of Net Check to most banking institutions

c. Tax Sheltered Annuity (403b's) – Must be requested by employee and arranged for through the approved Glen Lake 403b Plan agreement.

**B. Cash Handling**

1. Cash Boxes:
  - a. Establishing a dual control system is very important when collecting money.
  - b. Cash boxes should never be left unattended, cash boxes should either be kept locked in desk drawers or in the central office safe.
2. Food Service:
  - b. Cashiers count their register cash at the end of each meal period and gives documentation for review by another co-worker. The daily cash is then brought down to the Central office and counted and verified for bank deposit.
  - c. Cash should be stored in the Central office safe.

**SECTION 6**  
**EMPLOYEE BENEFITS**

**A. Leave Time Benefits:**

At the start of each school year, supervisors establish a weekly work schedule for hourly employees. Based upon this proposed schedule – benefit leave time is granted (if not less than or equal to 20 hours per week). Work schedules for employees who work 20 or less hours will not receive leave time benefits. Employees who work 21-29 hours will be granted a percentage of leave time benefits. If an employees' schedule changes significantly on a long term permanent basis, leave time granted will be adjusted and added to the days granted for the next year. Exceptions to this schedule must be approved by the Superintendent. If it becomes necessary for you to be absent from work, it is your duty to notify your supervisor in advance, or if unable to do so, inform him/her at the earliest possible moment. The same holds true if it should become necessary to leave your normal work area at any time. Employee cannot use sick days for a personal leave time.

1. Sick Leave - Paid sick leave is for personal illness, doctor visits, and care of immediate family members as defined under FMLA. Employees may use ½ day or full days based on their regular hours worked per day. Should the employee need to leave for 2 hours or less it is considered ½ day unless other arrangements are made with the supervisor.
  - a. Employees are granted sick leave according to the following schedule with the maximum accumulation of 110 days:

178-199 work days	=	9 sick days
200-219 work days	=	10 sick days
220-239 work days	=	11 sick days
over	=	12 sick days
  - b. Unused sick leave, Surrender Value: Upon death or retirement of an employee (in accordance with the Michigan Public Schools' Employee's Retirement Act and/or Social Security Act) the accumulated sick leave to his/her credit shall have a cash surrender value of twenty-five percent (25%) or a maximum of 30 days. (max accumulation 110 x 25% = 30)
  - c. If employment is terminated after school starts and the employee has used sick leave days in excess of the number accumulated or actually earned, these unearned days shall be deducted from his/her final pay.

- d. Sick leave will be approved for illness or injury or medical/dental appointments or care of employees' family members as defined under FMLA.
- e. Employees on paid sick leave shall be deemed to be on continued employment. If extended leave is needed, leave may be granted based on federal FMLA laws (see FMLA leave).
- f. It is the responsibility of each employee to complete a "Request for Absence/Absence Report" form as soon as possible and no later than the first (1<sup>st</sup>) return to work day and have it signed by his/her supervisor and submit to the payroll office along with the time sheet for that pay period.
- g. Traditionally, the District does not ask for a physicians note of illness for less than (5) consecutive work days. If after 5 days absence compliance with the Family Medical Leave Act (FMLA) will occur. However, the District does reserve the right at any time to ask for a physicians note or release or request for information as additional verification and clarification of the use of sick leave and appropriate return to work. Please refer to the poster in Central Office for FMLA information.

2. FMLA Leave

- a. The FMLA entitles eligible employees of covered employers to take *unpaid*, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. For example, a pregnancy, adoption, to care for the employees child after birth or placement, to care for the employee's spouse, son, daughter or parent, who has a serious health condition or for a serious health condition that makes the employee unable to perform the employee's job. Eligible employees are entitled to twelve work weeks of leave in a 12-month (fiscal year of June 30 to July 1<sup>st</sup>) period. (*See FMLA posters in the Central Office for current law*)
- b. Employees should provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable (as in a planned surgery). When 30 days notice is not possible, the employee must provide notice as soon as possible and generally must comply with an employer's normal call-in procedures. *After 5 consecutive days on sick leave* you will be asked if FMLA will be needed. At that time, employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

3. Personal Days

Employees may be granted up to two (2) days for personal leave for personal duties which cannot be taken care of after work hours, weekends, or vacation periods. These days shall be **applied for at least (3) days in advance**, except in the case of an emergency and approved by your immediate supervisor. Personal leave will not be granted immediately before or after a holiday or vacation, except in case of an emergency. Unused personal days will be rolled into the individual staff member's sick bank. Personal leave shall be granted as per the following schedule:

0-4 Years of Service	=	2 days deducted from sick leave
5-9 Years of Service	=	1 day deducted, 1 not deducted
10+ Years of Service	=	0 days deducted from sick leave

4. "Act of God" Days

- Employee's are granted up to four (4) "Act of God," days per year. If more than four days are missed, there will be no pay for those days unless those days are made up at a later date. An "Act of God" day takes precedence over a sick leave and/or pre-approved personal leave. Snow days void sick (pre-arranged and not pre-arranged)
- Snow days override personal days i.e. if an employee has a pre-approved personal day and there is a snow day on that day – the employee will be docked for the snow day. The personal day will remain in the leave time for the current year.
- Snow days do not override when the employee is on FMLA Leave and/or Leave of Absence

- Staff will not receive additional leave time if they are able to complete their “school business day” on a snow day.
- Sick days void personal days. For example, a staff member had a pre-arranged personal day in the afternoon and then needed to call in sick that day – this would be recorded as a whole sick day.
- Sick days can be used for bereavement that falls outside of the “listed family members” (i.e. uncle, close friend) – administrator can approve and follow the normal 3 day standard.
- Any bereavement (or sick used as bereavement) that extends beyond 3 days needs to be approved by the Superintendent.

#### 5. Emergency Leave

An emergency absence of up to five (5) days with pay may be granted by the superintendent or designee.

#### 6. Bereavement- Death in Family

Absence without loss of pay shall be allowed up to three (3) days upon the death of spouse, child, parent, parent-in-law, brother, sister, grandparent, current brother & sister-in-law, current son & daughter-in-law and grandchild or dependent (dependent is defined as one who qualifies under I.R.S. regulations). Such days shall not be deducted from any leave. Sick days can be used for bereavement that falls outside of the “listed family members” (i.e. uncle, close friend) – administrator can approve and follow the normal 3 day standard. Any bereavement (or sick used as bereavement) that extends beyond 3 days needs to be approved by the Superintendent.

Upon receipt of a request from the employee, additional days may be granted by the superintendent. These additional days shall not be subtracted from employee’s sick leave. If the deceased is a close relative not in the above list you may request a personal or sick day to attend the funeral.

#### 7. Jury Duty

If an employee is summoned during scheduled work days to jury duty and serves, he/she will be paid the normal rate of pay for the day of work missed. The amount received by the employee for jury duty service, excluding the amount for travel or meal expenses will be paid to Glen Lake Community Schools.

Employees must furnish to the payroll office proof of service and compensation received, as well as file a “Request for Absence/Absence Report” for the same as when sick but noting that it was for “jury duty”.

If employee is subpoenaed as a witness, same will apply as outlined above.

The employee is to report back on the job if case is dismissed or settled prior to the beginning of work day.

#### 8. Holidays

Twelve month employees shall have the following holidays and shall be paid for these days. Holidays which fall on weekends shall be substituted on the nearest regularly schedule work day. Part-time twelve (12) month employees will receive a percentage of days based on the percentage of time worked.

The following holidays are paid:

- \*New Year’s Eve Day
- \*New Year’s Day
- \*Good Friday
- \*President’s Day

- \*Memorial Day
- \*\*Independence Day (4<sup>th</sup>) July
- \*Labor Day
- \*Thanksgiving (Thursday & Friday)
- \*Christmas Eve Day
- \*Christmas Day

\*Applies to the Elementary and High School/Counseling office Main Secretaries and IT bench tech  
 \*\* Only applies if regular work schedule includes work in the month of July

9. Vacations

Twelve (12) Month Employees

- a. Paid vacation days are granted to qualified employees in accordance with the following schedule:  
 (Schedule effective based on service time completed through June 30 of any year).

<u>Service Prior to July 1<sup>st</sup></u>	<u>Days Vacation</u>
6 months	5
7 months	6
8 months	7
9 months	8
10 months	9
11 & 12 months	10
1 through 5 years	10
6 years	11
7 years	12
8 years	13
9 years	14
10 years	15
11 years	16
12 years	17
13 years	18
14 years	19
15 years	20

- b. Vacations are normally taken during school breaks and/or in the summer, when possible. Vacations are normally denied if requested for the week preceding the opening of school. By special request, vacations are granted at other times during the year, providing a substitute is not required. All vacations must be pre-arranged and approved by the immediate supervisor.
- c. Vacation time is not allowed to accumulate from one year to the next. Vacation days granted at the end of the school year earned, must be used prior to July 1 of the following school year or fiscal year unless an extension is granted by the superintendent.

**B. Worker's Compensation Insurance**

- a. All employees, while on the job, are covered under Worker's Compensation Insurance. In the event that an injury is incurred, an Employee Incident Report form must be secured from the supervisor. All requested information must be filled out and the supervisor must sign and return this form promptly to the central office. If medical examination is needed, employee must be seen at Munson Occupational Health & Medicine as stated on the Initial Authorization to treat form.
- b. Any employee who is employed by another employer and sustains injury or disease as a result of this "other" employment which is compensable under Michigan Worker's

Compensation Law, is not eligible to receive compensation under the school's sick leave policy.

- c. If medical treatment is required, there are specific procedures to follow by law. Please contact the supervisor or central office as soon as possible if you are injured at work. It is the responsibility of all employees if injured on the job to report the accident/injury to the supervisor and complete an accident/ incident report as soon as possible. The medical clinic used for all work related injuries is Munson Occupational Health and Medicine located at 550 Munson Ave. Traverse City, MI 49686. (231)935-8590. After hours care is located at Munson Urgent Care Walk-In Medical Services – 550 Munson Ave. phone (231)935-8686.

### **C. Health Care Insurance for Qualified Employees**

- a. Full time employees must work a minimum of two hundred ten (210) days per year in their normal working schedule to qualify for health care benefits other than the Affordable Care Act.
- b. The board shall contribute toward the medical insurance for full time employee's at a monthly total (per eligible employee) equal to 1/12<sup>th</sup> of the Public Act 152 or 2011 Hard Cap amounts, as adjusted from time-to-time by the Michigan Department of Treasury. Employees will be responsible for any remaining amounts necessary to pay for the medical insurance product(s), plus any co-pays and deductibles. The District is authorized to payroll deduct (or require direct payment where payroll deduction is not available) for the employee portion.
- c. H.S.A employer paid yearly contributions will be funded on a pro-rated basis according to hire date.
- d. The board will provide a long term disability program for all insurance qualified employees.

### **D. Medical Examinations**

- a. The board may require an employee to submit to a health examination by an employer approved physician or surgeon to show evidence of good physical and mental health. The expense of the examination shall be borne by the school district.
- b. Any employee absent because of an extended or serious illness shall present to the superintendent, prior to his/her return to service, a statement from a licensed physician indicating that his/her health is satisfactory for return to work.

### **E. Compensation**

- a. Secretaries: Probationary period is sixty (60) days at a reduced pay rate.
  1. Employment is based on fifty two (52) weeks at eight (8) hours per day for the Superintendent's Secretary. The Main High School, Elementary and Counseling Office Secretary salaries are based on a minimum of 210 days at eight (8) hours per day.
- d. Teacher Assistant: Probationary period is sixty (60) days at a reduced pay rate. Employment is based on the school year calendar, on average, at 6 ¾ hours per day for full time employees. Part-time employee's work 4 or less hours per day.
- e. Para Professional: Probationary period is sixty (60) days at a reduced pay rate. Employment is based on approximately 195 days reflecting the school year calendar plus 5 days prior and 5 days after the school year ends as scheduled by Supervisor and submitted at the start of each school year.
- f. Food Service: Probationary period is sixty (60) days at a reduced pay rate.
  1. Employment is based on school year calendar with hours established by supervisor. Employees' are normally required to work as needed prior to start up of the school year and past the conclusion of the school year in closing the kitchen. Part-time employee's work 4 or less hours per day.

2. The Director and Food Services personnel will be allowed One Hundred Dollars (\$100.00) per year uniform/shoe allowance.

## **SECTION 7**

### **FOOD SERVICE**

Expectations for Food Service – Scratch cooking requires a coordinated team effort. These expectations will pertain to all people working in the food service department of Glen Lake Community Schools. Our goal is to serve every student a well balanced, healthy hot lunch based on State of Michigan & Federal Guidelines in accordance with the Federal Free and Reduced School Meals Program.

**A. Professionalism** will be practiced at all times in the kitchen. This includes but is not limited to:

1. Sanitation
2. Clean working stations
3. Food safety
4. Awareness of culinary nutrition
5. Practice of FIFO (first in – first out, stock rotation). This includes dry goods, frozen goods and fresh cold storage goods.
6. Good labeling practices: all perishable food items will be dated 6 days plus today, all dry storage and frozen foods will have the date they arrived on site written on them (i.e. Top of canned foods)
7. Proper, clean work clothing and work shoes are required for the kitchen.
8. A hair restraint is necessary to work in the kitchen, hair nets will be provided, ball caps and kerchiefs are acceptable.
9. State of Michigan Food Service Code states: No finger nail polish, extra hand jewelry (except a wedding band) is permitted.

**B. Attendance:** A good working environment starts with a full cooperative staff. Employee attendance is an essential job function and is an important ingredient in the success of the food service department. If an employee anticipates they will have to extend the absence to more than one day, he/she should communicate that information to the District, through their supervisor or other defined practice either at the time the absence is initially reported or as soon thereafter as extenuating circumstances dictate. Failure to follow absence reporting procedures as well as misuse of sick leave will subject the employee to disciplinary consequences. Traditionally, the District does not ask for a physicians note of illness for less than (5) consecutive work days. If after (5) consecutive days absence compliance with the Family Medical Leave Act (FMLA) will occur. However, the District does reserve the right at any time to ask for a physicians note or release or request for information as additional verification and clarification of the use of sick leave and appropriate return to work. Being short staffed and having extra work being assigned to everyone else, except the one who is not present, can create animosity and burn out. In an effort to reduce burn out and animosity the following expectations should be practiced:

1. Everyone who works in the kitchen is expected to be to work on time and work the full shift scheduled.
2. Personal days can be used for personal business, given that appropriate approval is followed.
3. Sick days are to be used when an employee and/or family member that needs care is sick. When using sick leave, employees should call in as soon as possible but no later than 1 hour before the beginning of the shift when they will not be at work so that their supervisor can arrange for shift coverage to minimize the disruption to operations. Early

shift employees will call Supervisor at home and other employees can leave work at school, on the food service extension. When calling it is important to give any updates or directions needed to complete your assigned menu task(s) for the day.

4. Doctor visits and lab tests should, if possible, be scheduled after 1:30 p.m. or on Saturdays to avoid absenteeism and to provide support to your co-workers.
5. Scheduled half days are to be half days as well for the kitchen staff, unless otherwise scheduled in advance with the supervisor (Chef).

**C. Creating good working practices:** The following procedures apply to all food service employees:

1. Finish employee tasks in a timely manner.
2. The first priority is hot lunch; getting things set up for future days is a secondary task.
3. Getting along with and working with co-workers is a must. Please leave the personal differences at the door.
4. When the employee tasks are finished, the normal operating procedure will be to help out fellow employees to finish the hot lunch tasks. If time is permitted after this, the secondary tasks can be performed.
5. The principal's office will handle collections of all debts held by students and staff.
6. All employees are encouraged and expected to taste all foods created as to learn proper seasoning of these foods, as well as to create consistency of the food being made every time.
7. Any new menu items that are considered "winners", a recipe will be created and placed in the recipe book in the office.
8. Any ideas about food or recipes will not only be encouraged, but considered as new menu items; keeping in mind nutrition, cost and taste.