



LANSING SCHOOL DISTRICT

Meet & Confer

Unrepresented Employee

Handbook

2016-2019

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1. LEAVES OF ABSENCE

Leaves of absence without pay may be granted to employees for a period not to exceed one (1) year, or a period equivalent to the employee's length of service to the District in a regular position, whichever is shorter, upon written request to the Human Resources Department. Several types of leave are available.

- A. Military Service Leave - Leave of absence for an employee during the period of military service with the Armed Forces of the United States and of reinstatement thereafter, shall be governed by applicable statutes and decisions of the courts. Application for military service leave shall be made to the Director of Human Resources.
- B. Family and Medical Leave - Eligible employees may take leaves of absence pursuant to the Family & Medical Leave Act of 1993 (FMLA). The FMLA and the associated regulations allow eligible employees to take unpaid leaves for certain health and family related reasons for up to twelve (12) work weeks without loss of employer-paid health benefits. Eligible employees taking FMLA leave will be allowed to use accumulated sick leave and vacation leave during the FMLA leave period. Upon return from the FMLA leave, the employee will be restored to a comparable position, in accordance with the Act. Additional information regarding FMLA leaves is available from the Human Resources Department.
- C. Health Leaves - If an employee is not eligible for FMLA leave and/or has exhausted the FMLA leave benefit, is unable to work due to illness or injury, and has exhausted his/her compensable sick leave bank, the employee may request an unpaid health leave of absence. Such leaves will be granted for periods not to exceed one year in combination with any FMLA leave. One additional year may be granted at the discretion of the District. For leaves of longer than six months, the District will not be required to maintain a vacant position for the employee on leave of absence. However, upon return from health leave of more than six months, the District will offer the employee the next comparable vacancy for which the employee is qualified.

For all health-related leaves of absence (including FMLA and maternity), the employee must provide appropriate medical documentation. Upon returning from a health-related leave of absence, the employee must provide a physician's certification that s/he is physically sound and able to perform all essential duties of his/her position. The Board may choose at its option and expense to have the employee examined by the Board's physician prior to the employee's return to work.

- D. Maternity Leave - If an employee desires a maternity leave of absence, she must file a written request with the Human Resources Department at least thirty (30) days prior to the anticipated date of such leave. Maternity leaves shall be for the duration of the pregnancy and extended no longer than through the post-natal examination period [usually six (6) weeks after termination of the pregnancy].

After the termination of pregnancy, the employee shall be permitted to return from leave. However, unless parental leave has been granted, such return shall

be no later than following the post-natal examination period [usually six (6) weeks after termination of pregnancy]. Upon returning from a health-related leave of absence, the employee must provide a physician's certification that she is physically sound and able to perform all essential duties of her position. The Board may choose at its option and expense to have the employee examined by the Board's physician prior to the employee's return to work.

Adoptive leave - upon first notification of acceptance as an adoptive parent by the adoption agency, the employee desiring leave shall apply to the Human Resources Department for an adoptive leave which shall commence when the employee assumes custody of the child.

Parental leave - such leave must be requested in writing prior to the birth of the child.

E. General Leave

After one year of service, leaves of absence without pay may be granted for a period not to exceed one (1) year to employees upon written request to the Human Resources Department for:

Leaves other than those stated above may be approved by the Director of Human Resources.

F. Leaves for Other Purposes

(1) Jury Duty - An employee who serves on Jury Duty will be paid the difference between the pay for that duty and the employee's regular pay, provided proof of service and pay is submitted. Jury service will not be charged to sick leave or vacation time.

(2) Court Appearance - A leave of absence with full pay not chargeable against the employee's sick leave shall be granted for court appearance when subpoenaed as a witness in any case connected with the employee's employment or the school, provided the employee pays to the school district any sums received as subpoena fees.

G. Return from Leave of Absence - An employee returning from a leave of absence must notify the Human Resources office at least one (1) month before the expiration of the leave of the anticipated date of return in order to permit planning, scheduling and placement. [The District may accept notice of less than one (1) month when it finds the circumstances of the individual case cannot reasonably allow fulfillment of the one (1) month notice requirement.] Failure to provide such notice shall be considered as a voluntary quit. When reinstated, the employee will return to the same salary step as that held at the time the unpaid leave of absence commenced. Unpaid leaves of absence shall be excluded from the employee's accumulated service time.

2. ABSENCE FROM WORK

- A. Compensable Leave – Employees shall be granted one (1) compensable leave day* per month worked, not to exceed twelve (12) days per year, with full pay.

Compensable Leave Incentive – For the school year 2016/2017 only, any unused portions over 60 days (480 hours) shall be paid out at \$35.00 per day. This provision for unused sick time is applicable for the 2016/2017 school year only. The District will pay the difference in Short Term Disability for days 61-90 until the employee is eligible for Long-Term Disability. This stipend shall be paid upon ratification of this agreement as practically as possible. Unused portions of each year's leave shall be allowed to accumulate up to but not exceeding 60 days.

Employees transferring in to the Meet & Confer Unit may transfer no more than 60 days of accumulated compensable leave time from their previous position to be capped at 60 days.

Compensable leave with full pay may be taken for:

- (1) personal illness or injury;
- (2) illness or serious injury to members of the immediate family;**
- (3) death in the immediate family [limit five (5) days];
- (4) to attend the funeral of a close friend or relative [limit one (1) day per occurrence];
- (5) when exposure to contagious disease might create a health hazard for students or other employees; and/or
- (6) when unforeseen emergencies*** arise calling for the immediate presence of the employee.

*A compensable leave day shall be defined as the number of hours in the employee's regular work day if the employee works a five (5) day work week. In other cases, a compensable leave day shall be defined as 1/10 of the total hours regularly worked in a two (2) week period. In order to be eligible to receive a compensable leave day for the month, the employee must work at least one (1) full day between the first and the fifteenth of the month.

**Immediate family shall include the employee's spouse, children, parents, foster parents, parents-in-law, brothers, sisters, and any other person for whom they are financially or physically responsible.

***An emergency is an unforeseen incident over which the individual has no control and requires immediate attention. The individual should make, and has made, every effort in his/her power to resolve the situation without taking time off from work. Each case will be decided on its own merits.

- B. Personal Leave - Two (2) personal leave days with pay shall be granted annually to each full-time employee. Personal leave may be taken in increments of one (1) hour, as approved by the employee's supervisor.

- (1) Personal leave shall not be used during an absence for sick leave or

during any leave of absence (except as allowed pursuant to the Family and Medical Leave Act).

- (2) An employee shall provide reasonable advance notice of intent to take personal leave to his/her supervisor, including a statement of the reason for the leave. Three (3) days' advance notice shall generally be considered reasonable in non-emergency situations.
- (3) Personal leave shall not be used for:
 - a. The day before or the day after a holiday, holiday-related day, or vacation day;
 - b. recreational pursuits, shopping, or pleasure trips;
 - c. other employment or seeking new employment;
 - d. non-emergency child care; or
 - e. any other leave provision in this Agreement.

Personal leave may be used for religious holiday observance, performance of civic duties, and attending children's school functions within the District.

- (4) In the event an employee does not use some or all of his/her personal leave, the unused portion shall be transferred to the employee's regular compensable leave balance. Personal leave shall not be accumulated from year to year.

3. WORKER'S COMPENSATION (On-the-job-injury)

Please see Lansing School District Employee Handbook for worker's compensation procedures and/or contact Human Resources prior to seeking medical treatment.

If an employee becomes disabled from work as a result of a compensable accidental injury(ies) while on the job, the Employer will augment the payment the employee receives through Worker's Compensation, as follows:

If an employee is injured while on duty, resulting in loss of time, the employee shall be paid the full day's pay at the regular rate for the day on which the injury occurred. The employee shall receive from the Board the difference between the Worker's Compensation payment prescribed by law and the regular salary for the first seven (7) days following the date of injury.

Beyond the seventh day the employee shall receive from the Employer the difference between the Worker's Compensation payment prescribed by law and the regular weekly income to the extent and until such time as such employee shall have exhausted any accumulated sick leave. Sick leave shall be charged on a pro-rata basis computed on the relationship of the differential pay to the regular weekly pay until the sick leave is exhausted.

4. HOLIDAYS

- A. Unless otherwise noted, all Meet and Confer employees shall receive the following recognized and observed paid holidays:

New Year's Day
M. L. King Birthday (if scheduled as a holiday in the teacher contract)
President's Day (if scheduled as a holiday in the teacher contract)
Good Friday (or the day that is aligned to LSEA day)
Memorial Day
Independence Day (for employees scheduled to work during that week)
Labor Day
The Day before Thanksgiving (if scheduled as a holiday in the teacher contract)
Thanksgiving Day
The Day after Thanksgiving
The Day before Christmas
Christmas Day
The Day before New Year's Day

- B. When any of the above holidays fall on a Saturday, the Friday preceding shall be recognized as a paid holiday. When any of the above holidays fall on Sunday, the Monday following shall be recognized as a paid holiday.
- C. Employees shall be expected to work (or to be on paid compensable leave or vacation status) the day preceding and following a holiday to be eligible for holiday pay.
- D. Holidays occurring during the vacation period shall not be charged against vacation allowance.

5. PAID VACATIONS

- A. All full-year (12-month) employees hired on or before October 31, 1997 shall continue to accrue five (5) weeks of annual vacation each year. All full-year (12-month) employees hired on or after November 1, 1997 shall receive an annual vacation with full pay based on the following schedule:

(1)	The first two years	- 2 weeks + 1 day
	Upon completion of three (3) years	- 3 weeks + 1 day
	Upon completion of eight (8) years	- 4 weeks + 1 day

(2) The vacation allowance to which an individual is entitled shall be determined by the number of years of service the employee has completed by June 30 of a given year.

(3) Meet & Confer members can carry over 10 vacation days through July 31. If the employee has more than 10 days on July 31, the days will be lost.

- B. Vacation will be credited to the employee yearly on July 1. Anyone with less than one year of service would not be eligible for vacation pay out upon separation.

6. HOSPITALIZATION INSURANCE

- A. The Employer agrees to provide McLaren Health and hospitalization insurance for all full-time employees and family members who are not covered, or full-time employees not eligible for group hospitalization benefits paid in full or in part by the employee's spouse's employer. For purposes of insurance coverage, employees scheduled to work at least five (5) hours per day for at least the extent of the school year shall be considered full-time, regular employees. Employees regularly scheduled for less than five (5) hours per day shall be entitled to 50% coverage paid by the Board. For new employees, coverage will become effective on the first day of the month following hire.
- B. Full-time employees not electing the health insurance option will receive \$300.00 per month additional compensation.

7. LIFE INSURANCE

The Employer agrees to pay in full the premium on a term life insurance policy of \$20,000, including Accidental Death and Dismemberment, for each employee.

For the Executive Secretary position only, the Employer agrees to pay in full the premium on a term life insurance policy of \$25,000, including Accidental Death and Dismemberment, for each employee.

8. GROUP LONG-TERM DISABILITY

The employer shall provide group long-term disability income insurance with the following benefits:

- A. Up to 60% of monthly salary with a maximum of \$3,000 per month;
- B. Social Security and Michigan School Employees' Retirement benefits will be offset to the degree that they would add to the basic benefit in excess of 70% of monthly salary;
- C. Payments to continue to age 65.

The waiting period before the benefit commences is ninety (90) calendar days or after all sick leave is consumed, whichever comes later.

9. DENTAL INSURANCE

The Board shall provide full family ASP Dental Plan E 90/10 insurance (without orthodontics) for all employees.

10. VISION REIMBURSEMENT

The Board shall provide the Lansing School District self-funded vision reimbursement plan to full time employees and eligible family members.

11. INSURANCE COVERAGE

- A. The Board retains the right to initiate a change in the vision, dental, or hospitalization programs, which would be substantially equivalent to or better than the coverage now specified. Advance notice of any such changes will be provided to all affected employees.
- B. Upon acceptance of written application by the insurance carriers, employees shall become eligible for insurance benefit programs beginning the first day of the month following employment. The employee must be actively at work on the day that the coverage becomes effective. Board contributions for coverage shall cease the end of the month during which the employee terminates or retires.

Changes in family status shall be promptly reported by the employee to the Employee Benefits Office within 30 days of such change. The employee shall be responsible for any overpayment of premiums made by the Board on his/her behalf for failure to comply with this paragraph.

- C. Employees, their spouses, or dependent children who cease to be eligible for Board-paid dental, medical, or vision insurance shall have the right to continue such coverage on a direct payment basis with the Lansing School District. Changes in dependent status (marriage, divorce, birth, adoptions, death, children no longer dependent) must be reported within 30 days of the event. Coverage may be continued for 36 months except for termination of employment or reduction in hours. In those cases maximum extension is 18 months.

12. LONGEVITY PAY

- A. Longevity payments will be made according to the following schedule:

Upon completion of 2 years	\$223
Upon completion of 5 years	\$446
Upon completion of 10 years	\$671
Upon completion of 15 years	\$894

The longevity to which an individual is entitled shall be determined by the number of years the employee has completed by December 1 of a given year.

- B. Longevity payments shall be paid in a lump sum, on a regular pay day, as soon as practical following December 1. Longevity will be prorated.

13. OVERTIME (Only for regularly scheduled overtime hours)

For purposes of overtime the Lansing School District will comply with current State and Federal Law. Any employees that are eligible for overtime wages will be paid at a rate of time-and-one-half of their regular hourly rate for hours worked in excess of forty (40) in any work week.

All overtime work must be authorized in advance of being performed.

14. SEPARATION LEAVE

Upon retirement under the Michigan School Employees' Retirement Plan, or upon death, the employee or beneficiary shall receive a lump sum payment computed by multiplying his/her last daily rate by fifty percent (50%) of the employee's accumulated sick leave, subject to a maximum amount established for each group. The maximum separation leave payment for Meet and Confer is \$1,500.

15. MILEAGE REIMBURSEMENT

An employee who is required as a part of the job on a regular basis to use a personal vehicle for transportation in order to perform duties shall be reimbursed at the maximum current allowable Internal Revenue Service per-mile rate.

16. EVALUATION OF EMPLOYEES

Employees shall be evaluated yearly by June 30.

17. SPECIAL CONFERENCES

Special conferences for important matters will be arranged upon request of either the employees or the Director of Human Resources. Such meetings shall be between no more than three (3) representatives of either group. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested.

18. RESIDENCY

Each employee must maintain their current place of residence on file with the Human Resources Department.

19. LAYOFF

Meet and Confer employees will be given thirty (30) calendar days notice before the effective date of a layoff.

20. PROFESSIONAL DEVELOPMENT

Each Meet and Confer Employee shall be eligible to be reimbursed for up to \$400.00, which he/she may use as a membership fee for a professional organization, for conference expenses related to training, or for tuition reimbursement.

The employee must obtain prior approval from the Supervisor to ensure that it is an approved expense.

21. COMPENSATION

All Meet & Confer members will receive an aggregated on schedule wage increase equal to 1% of the bargaining unit wages for the 2016-2017 school year. All Meet & Confer members will receive an off schedules stipend of \$500 for the 2017-2018 and the 2018-2019 school years.

22. DISTRICT STUDENT INCENTIVE

Any Meet & Confer member who enrolls and sends their child or children for a full school year to any Lansing Public School shall receive a \$500 annual stipend.

This stipend shall be paid in the bargaining unit members' July paycheck for that school year.

SALARY SCHEDULE

Supervisors /Managers –

Positions that supervise departments/units or require a high level of technical or special expertise.

	Level 1	Level 2	Level 3
Step 1	52,424	62,356	73,229
Step 2	52,825	63,920	75,410
Step 3	55,364	66,006	77,656
Step 4	57,089	68,186	79,969
Step 5	59,352	70,180	82,353
Step 6	61,703	72,264	84,808

Specialist/Group Leaders

Does not supervise other employees but does require expertise in a needed area.

	Level 1	Level 2	Level 3	Level 4
Step 1	41,194	52,770	60,877	66,862
Step 2	44,213	55,379	62,356	68,850
Step 3	47,214	56,738	64,733	72,264
Step 4	50,192	58,609	66,006	72,687
Step 5	52,941	60,903	68,096	76,103

Coordinators/Technicians

Performs specific duties that are unique to the work area

	Level 1	Level 2	Level 3
Step 1	28,567	40,315	44,730
Step 2	30,527	41,907	47,075
Step 3	32,487	43,621	47,951
Step 4	33,769	45,283	50,976
Step 5	35,720	46,563	53,996

Public Safety Team Leaders (212 days)

Step 1	41,398
Step 2	42,787
Step 3	44,223
Step 4	46,471
Step 5	47,244

Public Safety Dispatcher (222 days)

Step 1	40,559
Step 2	41,900
Step 3	43,288
Step 4	44,723
Step 5	46,207
Step 6	47,741

Executive Secretary

Step 1	60,476
Step 2	64,224
Step 3	66,390
Step 4	69,200
Step 5	71,508
Step 6	71,508

Administrative Secretary

Step 1	41,298
Step 2	43,009
Step 3	44,730
Step 4	45,595
Step 5	47,349

Hourly Coordinators (i.e. RIF)

17.48 to 32.73

Unrepresented Employee Agreement

FOR MEET AND CONFER:

FOR LANSING SCHOOL DISTRICT:

SIGNATURE

SIGNATURE

DATE

DATE