



# **LANSING SCHOOL DISTRICT**

## **Meet & Confer**

## **Unrepresented Employee**

## **Handbook**

**2020-2022**

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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. A written request to the Human Resources Department is required. Several types of leave are available.

For all health-related leaves of absence (including FMLA and maternity), the employee must provide appropriate medical documentation prior to returning to work. 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. Any restrictions or accommodations must be reviewed and approved by the Human Resources Department before the employee may return to work. 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.

- A. 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.
- B. 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 the conclusion of the pregnancy).

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.

- C. 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.

- D. 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.
- 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, with full pay, not to exceed twelve (12) days per year.

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 - Five (5) personal leave days with pay shall be granted annually to each full-time employee.

- (1) Personal leave may be taken in increments of one (1) hour;
- (2) Personal leave shall not be used for the day before or the day after a holiday, holiday-related day, or vacation day;
- (3) 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 accumulate from year to year.

An employee shall provide a minimum of three (3) days' advance notice of intent to use personal leave to his/her supervisor in non-emergency situations.

Personal Leave requests must be approved by the employee's supervisor.

C. Inclement Weather Policy

On days when schools must be closed because of inclement weather, Meet and Confer employees are expected to report to work at the regular scheduled time unless instructed otherwise by the Superintendent or designee.

If an employee is unable to report to work at their regular scheduled time, the employee will call their immediate supervisor and advise estimated time of arrival. If the employee arrives within two hours of employee's regular scheduled time, the time will not be deducted from the employee. If the employee is more than two hours late, the entire absence will be submitted appropriately by using Inclement Weather Compensation, sick leave, personal leave and/or vacation if available to the employee.

The district will pay for two (2) days of Inclement Weather Compensation, each year, to be used by Meet and Confer employees when schools are closed due to inclement weather, if the employee's absence does not pose a threat to the operation of the Lansing School District and with the approval of their immediate supervisor.

If and when the two days of Inclement Weather Compensation have been exhausted, employees may use sick leave, personal leave and/or vacation time, if the employee chooses not to come in on a snow day, but only if the employee's absence does not pose a threat to the operation of the Lansing School District and must be cleared through the immediate supervisor.

If an employee is unable to use one or more of the Inclement Weather Compensation days, due to their required presence at work and the threat their absence would cause the operation of the Lansing School District, any remaining Inclement Weather Compensation will roll over to Personal Leave which must be used by the end of the school year.

If the Superintendent determines that "no" employee is to report to work, Meet and Confer employees will not submit an absence for that day.

### **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 forfeited.

- 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 board shall make available health care coverage during the 12-month period during each year of this agreement. 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 \$425.00 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 Meet & Confer employees. Employees in the position of Executive Secretary will receive a \$25,000 life insurance policy, including Accidental Death and Dismemberment.

## **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 \$7,500 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 thirty (60) 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 80/20 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 Benefits Administration 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 medical, dental, or vision insurance shall have the right to continue such coverage through COBRA. 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	\$ 300.00
Upon completion of 5 years	\$ 550.00
Upon completion of 10 years	\$ 1,000.00
Upon completion of 15 years	\$ 1,400.00

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 qualifying for retirement under the Michigan Public School Employees' Retirement Plan, and upon having fifteen (15) years of service with the Lansing School District, Meet and Confer employees shall receive an amount for each year of service in the District, in accordance with the following schedule:

Amount Per Year of Service	\$200.00
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**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**

All Meet and Confer employees shall be evaluated yearly.

- A. The Meet and Confer evaluation process shall consist of two steps:

Step 1: Mid-Year Evaluation shall be completed no later than January 15 and will consist of a conference between the employee and his/her supervisor(s) to:

1. Review employee's job duties, work performance expectations and any changes that will occur during the year related to the employee's duties;
2. Review the areas that may need attention; and
3. Provide the employee with a copy of the Meet and Confer Evaluation for self-evaluation (to be used in the May evaluation conference with employee)

Step 2: Final Evaluation shall be completed by May 15 and will consist of a conference between the employee and his/her supervisor(s) to:

1. Discuss the evaluation completed by both the supervisor(s) and the employee;
2. Provide employee with copies of the completed evaluation; and
3. Discuss improvement plans, if applicable (attach copy of improvement plan)

- a. The Performance Improvement Plan shall include key information about the issue, including a prior verbal counseling(s) or written warning(s), the work performance and/or behavior issue that must be addressed and corrected during the PIP period, and the dates on which the employee's work performance and/or behavior will be reviewed.
  - b. The PIP should identify training and or recommendations assisting the employee to succeed with the Performance Improvement Plan.
- B. Meet and Confer employees that have reached the top step will receive a stipend of \$900.
- C. Meet and Confer step increases will go into effect yearly, on July 1, following the final yearly evaluation. An annual evaluation must have been completed to move to a different step.

Additional: The Meet and Confer negotiating team will continue to work with Human Resources at establishing a procedure for Meet and Confer employees to proceed to the next level of their group or to another group if and when their job duties and responsibilities have changed.

## **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 day 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 \$600 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 their Supervisor to ensure that it is an approved expense.

**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 no later than the last paycheck in June for that school year.

**Salary Increase of 1.5% for first year, 1% for year two and 1% for year three.**

**SALARY SCHEDULE  
2019-2020**

**Supervisors /Managers –**

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

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Step 1	53,210	63,291	74,327
Step 2	53,617	64,879	76,541
Step 3	56,194	66,996	78,821
Step 4	57,945	69,209	81,169
Step 5	60,242	71,233	83,588
Step 6	62,629	73,348	86,080

**Specialist/Group Leaders**

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

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Step 1	41,812	53,562	61,790	67,865
Step 2	44,876	56,210	63,291	69,883
Step 3	47,922	57,589	65,704	73,348
Step 4	50,945	59,488	66,996	73,777
Step 5	53,735	61,817	69,117	77,245

**Coordinators/Technicians**

Performs specific duties that are unique to the work area

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Step 1	28,996	40,920	45,401
Step 2	30,985	42,536	47,781
Step 3	32,974	44,275	48,670
Step 4	34,276	45,962	51,741
Step 5	36,256	47,261	54,806

**Public Safety Team Leaders**

Step 1	43,001
Step 2	44,444
Step 3	45,935
Step 4	46,484
Step 5	49,074

**Public Safety Dispatcher/Public Safety Internal Investigator**

Step 1	41,167
Step 2	42,529
Step 3	43,937
Step 4	45,394
Step 5	46,900
Step 6	48,457

**Executive Secretary**

Step 1	61,383
Step 2	65,187
Step 3	67,386
Step 4	70,238
Step 5	72,581

**Administrative Secretary**

Step 1	41,917
Step 2	43,654
Step 3	45,401
Step 4	46,279
Step 5	48,059

## Unrepresented Employee Agreement

FOR MEET AND CONFER:

FOR LANSING SCHOOL DISTRICT:

Ontencia Martinez

SIGNATURE

Sam Sinicropi

SIGNATURE

4/28/2020

DATE

5-11-2020

DATE

**MEET AND CONFER 2020-2021 (1%)**

Supervisors/Manager

	Level 1	Level 2	Level 3
Step 1	53744	63925	75072
Step 2	54155	65528	77308
Step 3	56757	67667	79610
Step 4	58526	69902	81981
Step 5	60846	71946	84425
Step 6	63256	74082	86942

Specialist/Group Leaders

	Level 1	Level 2	Level 3	Level 4
Step 1	42231	54098	62409	68544
Step 2	45326	56773	63925	70582
Step 3	48403	58166	66362	74082
Step 4	51455	60084	67667	74516
Step 5	54274	62436	69810	78018

Coordinators/Technicians

	Level 1	Level 2	Level 3
Step 1	29286	41330	45856
Step 2	31295	42962	48260
Step 3	33305	44719	49158
Step 4	34619	46423	52259
Step 5	36619	47735	55355

Coord/Tech-40 Week

	Level 1
Step 1	30845
Step 2	32961
Step 3	35077
Step 4	36460
Step 5	38567

Public Safety Team Leaders

	Level 1
Step 1	43432
Step 2	44889
Step 3	46395
Step 4	46949
Step 5	49565

Executive Secretary

	Level 1
Step 1	61998
Step 2	65840
Step 3	68060
Step 4	70941
Step 5	73307

Public Safety Internal Investigator/

Public Safety Dispatcher

	Level 1
Step 1	41580
Step 2	42955
Step 3	44378
Step 4	45848
Step 5	47371
Step 6	48943

Administrative Secretary

	Level 1
Step 1	42338
Step 2	44092
Step 3	45856
Step 4	46742
Step 5	48541

**NOTES:**

Figures reflect 1% increase



**MEET AND CONFER 2021-2022 (1%)**

Supervisors/Manager

	Level 1	Level 2	Level 3
Step 1	54282	64565	75823
Step 2	54697	66184	78082
Step 3	57325	68344	80407
Step 4	59112	70602	82801
Step 5	61455	72666	85270
Step 6	63889	74823	87812

Specialist/Group Leaders

	Level 1	Level 2	Level 3	Level 4
Step 1	42654	54639	63034	69230
Step 2	45780	57341	64565	71288
Step 3	48888	58748	67026	74823
Step 4	51970	60685	68344	75262
Step 5	54817	63061	70509	78799

Coordinators/Technicians

	Level 1	Level 2	Level 3
Step 1	29579	41744	46315
Step 2	31608	43392	48743
Step 3	33639	45167	49650
Step 4	34966	46888	52782
Step 5	36986	48213	55909

Coord/Tech-40 Week

	Level 1
Step 1	31154
Step 2	33291
Step 3	35428
Step 4	36825
Step 5	38953

Public Safety Team Leaders

	Level 1
Step 1	43867
Step 2	45338
Step 3	46859
Step 4	47419
Step 5	50061

Executive Secretary

	Level 1
Step 1	62618
Step 2	66499
Step 3	68741
Step 4	71651
Step 5	74041

Public Safety Internal Investigator/

Public Safety Dispatcher

	Level 1
Step 1	41996
Step 2	43385
Step 3	44822
Step 4	46307
Step 5	47845
Step 6	49433

Administrative Secretary

	Level 1
Step 1	42762
Step 2	44533
Step 3	46315
Step 4	47210
Step 5	49027

**NOTES:**

Figures reflect 1% increase