

Hartford Public Schools

Support Staff

Benefits and Salary Schedule

2007-2009

Updated 6-7-2007

Hartford Public Schools Support Staff Agreement 2007-2009

1. SICK LEAVE PROVISIONS

- A. DAYS GRANTED - At the beginning of each school year, salaried employees shall be granted sick days, which will be allowed to accumulate, according to Schedule B of this agreement.
- B. PAID EMERGENCY LEAVE - Employees with more than ten (10) years service to the district shall be granted up to 30 consecutive days paid emergency sick leave over and above their regular accumulated leave. Paid emergency sick leave is defined as continued serious illness requiring hospitalization or confinement at home as ordered by a physician. All sick days, personal business days, and vacation time must be exhausted prior to requesting the paid emergency sick leave.
- C. PHYSICIAN REPORT - The Board of Education may request a physician's report if the employee is absent for two (2) or more consecutive days.
- D. USES - Sick days may be used for:
 - 1. Sickness in the immediate family (spouse, children, parents, grandparents, brothers, sisters, mother-in-law, father-in-law, step-children and step-parents).
 - 2. Death in the immediate family (as defined in number 1 above) or when the situation warrants with approval of the superintendent.
 - 3. Other extreme emergencies, if approved by the superintendent.
- E. LENGTH OF DAY - Each sick day shall be equivalent in time to the employees contracted work day.
- F. In the event an employee retires from the Hartford Public Schools so as s/he is eligible for full retirement benefits under the Michigan Public Schools Retirement System, the employee will receive payment for 10% of the total accumulated, but unused, sick days at their current scheduled hours/day rate of pay.
- G. NO PROVISION - Personnel who are listed in Group V on Schedule B and the salary schedule are not provided sick days as they are employed with the understanding they are paid only for the time they work.

2. PERSONAL DAYS

- A. DAYS GRANTED - All salaried employees shall be entitled to two (2) personal leave days per year, accumulative at the rate of one (1) per year to a total accumulation of four (4). See Schedule B of this agreement.
- B. PRIOR NOTICE - Written request for a personal day or days shall be received by the employee's immediate supervisor at least twenty-four (24) hours prior to the date of leave, except where an emergency prevents the twenty-four (24) hours written notice.

- C. PURPOSE - Personal days shall be considered for such types of activities which cannot ordinarily be conducted outside of the normal working day.
- D. LENGTH OF DAY - Each personal day shall be equivalent in time to the employee's contracted work day.
- E. Employees who have accumulated four (4) personal days at the end of the year shall be allowed to transfer up to two (2) days into their accumulated sick leave days.
- F. NO PROVISION - Personnel who are listed in Group V on Schedule B and the salary schedule shall not be provided any personal days as they are employed with the understanding they are paid only for the time they work.

3. **MATERNITY LEAVE**

It is understood that disability due to maternity will be treated as any other illness or disability for sick leave purposes. Employees that become pregnant are required to notify the Employer of the projected date of confinement and in addition thereto are required to provide a medical statement from their physician as to their ability to continue work. It is understood that the requirement for the statement from the physician as to their ability to continue work is necessary for the health and safety of the employee and for the unborn child. If special conditions exist due to the pregnancy that the employee and her physician are aware of that might cause the employee to be unable to perform services, the Employer requests that the employee through the physician make these conditions known to the Employer so that arrangements may be made for the protection of the employee as well as for the smooth operation of the employee's duties.

4. **FAMILY MEDICAL LEAVE**

A leave of absence of up to twelve (12) weeks during any twelve (12) month period, as defined in the Federal Family and Medical Leave Act (FFMLA) of 1993, shall be granted to any employee who has worked a minimum 1250 hours in the preceding twelve (12) months, pursuant to the FMLA, for any of the following purposes:

- A. The birth or placement for adoption or foster care of a child;
- B. Because of a serious mental or health condition of a spouse, son, daughter, or parent of the employee (as defined in the FMLA of 1993);
- C. Because of the employee's own serious health condition;
- D. The care of a child under the age of 18, or an older child, incapable of self-care because of a mental or physical disability.

If the leave is taken for medical reasons, the Board may require medical certification pursuant to the FMLA.

At the option of the employee and with the employer's consent, a family leave may be taken on an intermittent or reduced schedule basis for the serious health condition of the employee or the prescribed family members cited in (B) or (C) above.

The employer shall continue all health benefits during the twelve (12) week leave. If the employee fails to return from leave at its expiration, except in the event of the continuance, onset, or recurrence of a serious health condition of the employee, other circumstances

beyond the employee's control, or the extension of the unpaid leave, the Board shall have the right to recover all premium payments made during the unpaid leave interval.

The employee may choose to utilize paid sick leave, personal leave, and/or vacation leave for all or part of the duration of the leave where otherwise authorized by this Agreement or as additionally authorized by the employer.

Upon return, the employee shall be returned to the position held at the beginning of the leave consistent with the Act.

5. **EXTRA PAY FOR EXTRA DUTY**

- A. CAFETERIA - Cafeteria personnel will be paid at the rate of time and one-half (1-1/2) for over eight (8) hour day and forty (40) hour week. Time and one-half (1-1/2) will be paid when facilities are rented by outside groups beyond the employee's regular schedule.

6. **VACATION SCHEDULES**

- A. TWELVE MONTH EMPLOYEES ONLY:

1-4 Years:	2 Weeks
5-8 Years:	3 Weeks
9-11 Years	4 weeks
11+ Years	5 Weeks

- B. OTHER PERSONNEL - According to specified contract terms.

- C. VACATION DATES - All vacations to be taken between school adjournment in the spring and the first day of school in the fall unless expressly granted upon special request.

- D. VACATION TIME - Cannot be carried over from year-to-year nor is it accumulative.

- E. VACATION SCHEDULES - Vacation time is prorated for the 1st year, 5th year, 9th year, and 12th year to coincide with the summer months, unless the employee starts on the first day of his (her) contract year.

7. **PHYSICALS**

The superintendent of schools shall attempt to secure the services of a physician to provide physicals for all employees. The cost of this physical will be paid by the board.

8. **TB TESTING**

The cost of TB tests as required by the board will be paid by the board. If an employee requires an x-ray the cost of the x-ray will be reimbursed by the board upon receipt of a paid invoice.

9. **EMPLOYEE GROUPS**

For purposes of this agreement, employees are placed into groups determined by the number of hours contracted annually. The basis for grouping is 2080 hours annually for a twelve month, full-time employee.

The groups and categories are shown below:

<u>Group I</u>		<u>Scheduled Work Days</u>
	Administrators' Secretaries	260
<u>Group II</u>		
	Principals' Secretaries	215
	Receptionist/AD Secretary	220
	HS Ass't Principal/Migrant Sec.	220
<u>Group III</u>		
	Guidance Counselor's Secretary	188
<u>Group IV</u>		
	Head Cooks	180
	Cooks	180
<u>Group V</u>		
	Assistant Cooks	As Assigned
	Substitute Caller	As Assigned
	Child Care Director	As Assigned
	Child Care Aide	As Assigned
	All Other Hourly Employees	As Assigned

10. Paid holidays shall be recognized for the following groups.

Group I	Group II	Group III
New Year's Eve Day	Good Friday	Good Friday
New Year's Day	Memorial Day	Friday before Labor Day
Good Friday	Friday before Labor Day	Memorial Day
Memorial Day	Labor Day	
Independence Day	Thanksgiving Day	
Friday before Labor Day	Day following Thanksgiving	
Labor Day		
Thanksgiving Day		
Full Day following Thanksgiving Day		
Christmas Eve Day		
Christmas Day		

11. **HEALTH INSURANCE**

COVERAGE PROVIDED - Persons who enroll in the school sponsored health insurance program on a payroll deduction basis will be granted the board contribution indicated in Schedule A of this agreement. Health insurance provided is MESSA Choices II PPO with 10/20 RX

12. **DENTAL INSURANCE**

COVERAGE PROVIDED - Persons who enroll in the school sponsored dental insurance program on a payroll deduction basis will be granted the board contribution indicated in Schedule A of this agreement.

13. **VISION INSURANCE**

COVERAGE PROVIDED – Group I and II employees shall receive 100% board paid vision insurance through MESSA VSP-2

14. Professional organizational dues for food service staff will be paid when approved by the Food Service Director.
15. Approved professional development/workshop/class fees, meals and mileage will be paid by the Board of Education. Employees shall strive to car pool when possible.
16. Employees may use pre-tax dollars for insurance premium costs per the district section 125 Cafeteria Plan.
17. Building secretaries shall not be required to transport students in personal vehicles as part of their job responsibilities.
18. On days when school is not in session due to inclement weather, administrative central office employees shall report to work when they determine that conditions will allow them to travel to work safely. Administrative central office employees will not have their pay reduced for time missed on days school is closed or delayed. Administrative central office employees are to inform the Superintendent promptly when they are unable to report at regularly scheduled times.
19. Food service employees shall receive 10 free non-transferable non-replaceable athletic passes per year in their name to any Hartford Public School sponsored home activity.
20. Administrative secretaries will receive one day off on contract years when there are 261 working days. This day off must be approved in advance by their supervisor and must be used in the contract year with no carry over provision.
21. All food service employees will be offered a hearing exam at board expense through the board's occupational physician.

***Schedule A - Insurance Schedule**

<u>Employee Group</u>	<u>Board Contribution</u>
I	100%
II	80%
III	65%
IV	60%
V	0%

Schedule B - Sick Leave and Personal Business Day

<u>Employee Group</u>	<u>Sick Days per Year</u>	<u>Sick Days Total Accumulative</u>	<u>Personal Days per Year</u>	<u>Personal Days Total Accumulative</u>
I	12	100	2	1 Yearly to 4
II	11	100	2	1 Yearly to 4
III	10	65	2	1 Yearly to 4
IV	10	75	2	1 Yearly to 4
V	0	0	0	0 Yearly to 0

**Hartford Public Schools
Support Staff Salaries
2007-2008**

Group I

2007-2008

A.	Central Office 260 Days	Step 1	\$15.45
		Step 2	\$16.34
		Step 3	\$17.26
		Step 4	\$18.23
		Longevity11*	\$18.48
		Longevity15*	\$18.60

*Longevity - 1st Day after 11 Years (\$0.25)

*Longevity - 1st Day after 15 Years (\$0.12)

This group shall receive 100% board paid vision insurance premium costs (VSP-2).

Group II

2007-2008

A.	Principals' Secretaries 215 Days Includes 6 Holidays	Step 1	\$12.29
		Step 2	\$13.04
		Step 3	\$13.81
		Step 4	\$14.63
		Longevity11*	\$14.88
		Longevity15*	\$15.00
B.	H.S. Ass't Principal/Migrant & Receptionist/AD Secretary 220 Days Includes 6 Holidays	Step 1	\$12.29
		Step 2	\$13.04
		Step 3	\$13.81
		Step 4	\$14.63
		Longevity11*	\$14.88
		Longevity15*	\$15.00

*Longevity - 1st Day after 11 Years (\$0.25)

*Longevity - 1st Day after 15 Years (\$0.12)

Group III

A.	Guidance Counselor's Secretary 188 Days Includes 3 Holidays	Step 1	\$12.29
		Step 2	\$13.04
		Step 3	\$13.81
		Step 4	\$14.63
		Longevity*	\$14.88
		Longevity*	\$15.00

*Longevity - 1st Day after 11 Years (\$0.25)

*Longevity - 1st Day after 15 Years (\$0.12)

Group IV

A. Head Cooks

1. Red Arrow/Woodside
180 Days/7 Hr.Day/1260
2. High School/Middle School
180 Days/6-3/4 Day/1215

2007-2008

	Base	Level I*	Level II*	Level III*
Step I	\$13.21	\$13.47	\$13.74	\$14.01
Longevity 11 (.25)	\$13.46	\$13.72	\$13.99	\$14.26
Longevity 15 (.25)	\$13.71	\$13.97	\$14.24	\$14.51

B. Cooks

1. Red Arrow/Woodside
180 Days/7 Hr.Day/1260
2. High School/Middle School
180 Days/6-1/2 Hr./1170

2007-2008

	Base	Level I*	Level II*	Level III*
Step I	\$10.62	\$10.83	\$11.05	\$11.27
Step II	\$10.93	\$11.15	\$11.37	\$11.60
Step III	\$11.63	\$11.86	\$12.10	\$12.34
Step IV	\$12.29	\$12.54	\$12.79	\$13.05
Longevity 11 (.25)	\$12.54	\$12.79	\$13.04	\$13.30
Longevity 15 (.25)	\$12.79	\$13.04	\$13.29	\$13.55

*Longevity - 1st Day after 11 Years (\$0.25)

*Longevity - 1st Day after 15 Years (\$0.25)

* These levels are available only to those employees who have completed training criteria established by the Board. Pay upgrades will occur effective the date the payroll department receives proof of completion

Group VA. Assistant Cooks
Hourly as Assigned**2007-2008**

	Base	Level I*	Level II*	Level III*
Step I	\$ 9.33	\$ 9.52	\$ 9.71	\$ 9.90
Step II	\$10.29	\$10.50	\$10.71	\$10.92
Longevity 11 (.25)	\$10.54	\$10.75	\$10.96	\$11.17
Longevity 15 (.25)	\$10.79	\$11.00	\$11.21	\$11.42

*Longevity11 - 1st Day after 11 Years (\$.25)

*Longevity15 - 1st Day after 15 Years (\$.25)

* These levels are available only to those employees who have completed training criteria established by the Board. Pay upgrades will occur effective the date the payroll department receives proof of completion

		2007-2008	
B.	Child Care Director	Step 1	\$12.30
		Longevity	\$12.55
	Child Care Aide	Step 1	\$7.38
		Longevity	\$7.63

*Longevity11 - 1st Day after 11 Years (\$.25)

LETTER OF UNDERSTANDING
BETWEEN THE
HARTFORD BOARD OF EDUCATION
AND THE
ADMINISTRATIVE SECRETARIES, BUILDING SECRETARIES AND FOOD SERVICE

The Hartford Board of Education and the Administrative Secretaries, Building Secretaries and the Food Service Staff agree to the following for the contract year 2008-2009.

Salary and insurance only will be negotiated for the 2008-09 school year. In addition the Administrative Secretaries will be allowed to negotiate one (1) other item.