

Grand Ledge Public Schools



Central Office Staff Handbook

This handbook shall be applied uniformly to all Central Office Support Staff. There will be no discrimination with respect to conditions of employment. This handbook is meant as a guide for all District Central Office Staff that are not considered Supervisors or Administrators to use in regards to benefits, compensation, and work rules. Its purpose is to be a reference guide for staff.

Probationary Guidelines

The probationary period is 60 working days. Central Office staff are considered “at-will employees.”

Insurance Benefits

District Support Staff will contribute a predetermined amount on a monthly basis toward their health insurance coverage.

Plan A w/Health Insurance:

- McLaren
- ADN (SET-SEG Dental)
- NVA (SET-SEG Vision)
- SET SEG \$25,000 Term Life Insurance
- SET SEG Long Term Disability
- Voluntary participation in the School District’s Section 125 Cafeteria Plan

Plan B w/out Health Insurance:

- ADN (SET-SEG Dental)
- NVA (SET-SEG Vision)
- SET SEG \$25,000 Term Life Insurance
- SET SEG Long Term Disability
- Voluntary participation in the School District’s Section 125 Cafeteria Plan
- Cash in Lieu Single \$310 monthly/Double \$335 / Family \$400 monthly

All insurance related questions should be directed to Human Resources.

Paid Holidays

New Year’s Day – Jan. 1 st	MLK Jr. Day – Jan. 15 th	President’s Day – Feb. 19 th
Memorial Day – May 27 th	Independence Day – July 4 th	Labor Day – Sept. 4 th
Thanksgiving Day – Nov. 23 rd	Friday After Thanksgiving – Nov. 24 th	Christmas Eve – Dec. 24 th
Christmas Day – Dec. 25 th	Juneteenth – June 19 th	New Year’s Eve – Dec. 31 st

Paid Time Off

15 Days – 0-3 years
20 Days - 3-7 years
25 Days – 7 years plus

Paid Time Off must be used by June 30 – no carry over will be allowed.

Central Office Support Staff qualify for the following Friday Before Spring Break (if not in session), Wednesday Before Thanksgiving Day (only in non-instructional day). These days must be taken on the day specified.

Sick Days

Staff will be allotted 12 sick days per year. Any days not used during the current year will be forwarded to the following year's total. Sick days may be used for personal illness and/or immediate family.

A Crisis Sick Leave Extension is established to cover emergency situations where a District support staff member faces an extended disability period with an inadequate sick leave accumulation due to the same or a directly related disability. After receiving written application by a District support staff member who has exhausted his/her own sick leave days through a total 30-day period (including all use of existing vacation and personal business days), the Superintendent shall grant a sick leave extension upon district-directed medical verification.

The criteria for a crisis sick leave extension would be as follows:

- ✓ The individual must first use all accumulated sick leave, vacation, and personal days during which the individual would receive his/her normal daily rate of pay.
- ✓ A waiting period of 5 working days with no salary must pass before a crisis sick leave extension will be granted.
- ✓ The Superintendent shall grant approval for extension with payment at 80% of an individual's daily rate of pay for a maximum period until the long-term disability insurance coverage begins.

Bereavement/Funeral Leave

Paid bereavement/funeral leave up to five (5) days shall be granted for a death in the immediate family. Immediate family is defined as spouse/domestic partner, children, parents, brothers, sisters, grandparents, and parent-in-laws (this includes any "step" for all categories). This leave will not be deducted from the employee's PTO bank.

Longevity Schedule *

5-9 years	\$700
10-14 years	\$1,400
15-19 years	\$2,000
20-24 years	\$2,700
25 years & more	\$3,300

*Longevity is paid in lump sum at the completion of the current school year.

Step Increases

Staff may move up the salary schedule one step each year. In addition to the step, support staff may receive across the board raises granted by the Board of Education.

Promotion Benefits

Staff wishing to apply for posted positions should apply online. District Support Staff will be given fair consideration for positions, which they are certified and qualified to hold.

Reassignments

District Support Staff may be given reassignments due to changing job responsibilities with departments or possible cuts in staffing. Staff will be given ample notice of such changes.

Retirement Benefit

When a Grand Ledge Public Schools Support Staff retires under the provisions of the Michigan Public School Employees Retirement System (MPERS) and has had at least ten (10) years of service in the Grand Ledge Public Schools, they shall be paid for all unused sick leave, based on one-half (50%) of his/her current rate. In no event shall such payment exceed the following percentage of any employee's average annual income from the Grand Ledge Public Schools in the past three (3) years.

20 years or more	23%
16 years to 19 years	18%
12 to 15 years	13%

The Board of Education will pay a retirement benefit of \$100.00 for each year an employee has been employed by the Grand Ledge Public Schools at the time of retirement. To qualify for this benefit, the employee must have completed a minimum of ten (10) full consecutive years of service in the district at the time of retirement. This will be prorated to actual months worked past an even year.

Snow Days & Delays

District Support Staff do not have to report on Snow Days or Delays but will make an earnest effort to be prepared to work remotely to fulfill any requirements and deadlines that need to be met as well as be available for any communications.