



**Central Office  
Support Staff  
Handbook  
2024-2025**

*This handbook shall be applied uniformly to all Central Office Support Staff. 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.*

*The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.*

*Grand Ledge Public Schools District shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, color, national origin, gender/sex, sexual orientation, gender identity, disability, height, weight or marital status in its programs, services or activities.*

### **Probationary Guidelines**

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

### **Insurance Benefits**

The Board of Education will provide “subsidies” for Health Insurance per the Teachers Union Contract. The Board reserves the right to change the insurance plan and/or carrier.

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

Plan A w/Health Insurance:

- District 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

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 (Monthly) Single \$320 / Double \$345 / Family \$410

## **Paid Holidays**

New Year's Day – Jan. 1 <sup>st</sup>	MLK Jr. Day – Jan. 20 <sup>th</sup>	President's Day – Feb. 17 <sup>th</sup>
Memorial Day – May 26 <sup>th</sup>	Independence Day – July 4 <sup>th</sup>	Labor Day – Sept. 2 <sup>nd</sup>
Thanksgiving Day – Nov. 28 <sup>th</sup>	Friday After Thanksgiving – Nov. 29 <sup>th</sup>	Christmas Eve – Dec. 24 <sup>th</sup>
Christmas Day – Dec. 25 <sup>th</sup>	Juneteenth – June 19 <sup>th</sup>	New Year's Eve – Dec. 31 <sup>st</sup>

## **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 if 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. An employee who begins employment on or before January 1<sup>st</sup>, will be eligible for the next step on the salary schedule on July 1<sup>st</sup>. An employee employed after January 1<sup>st</sup> will remain on the current step they were hired at.

### **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.