



**Dean of Students
Student Support Personnel
Handbook
2024-2025**

This handbook is meant as a guide for all Dean of Students and Student Support Personnel to use in regards to benefits, compensation, and work rules. There will be no discrimination with respect to conditions of employment. Its purpose is to be a reference guide for staff.

Probationary Guidelines

The probationary period is 60 working days. Deans and Student Support Personnel 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.

Dean of Students and Student Support Personnel 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 (Monthly) Single \$320 / Double \$345 / Family \$410

All insurance related questions should be directed to Human Resources.

Working Conditions

The normal work year for a Dean of Students and Student Support Personnel consists of the following:

- ✓ All student instructional days.
- ✓ Non-instructional professional development hours/days.
- ✓ The normal work day will coincide with the building that you are assigned to.
- ✓ Deans may work up to 40 hours a week with approval of the principal.

Paid Holidays

All Deans and Student Support Personnel who work their regularly scheduled day before, and their regularly scheduled day after the holiday, shall be allowed days with pay as established in the school calendar adopted by the Board of Education which fall within the employee's work year between the first day and the last day of work. If an employee's absence was due to sickness, accident, or similar cause, the person should receive full holiday pay. On the non-instructional hours/days, Deans may be required to work, if scheduled by their immediate supervisor or designee.

- Labor Day – Sept 2nd
- Thanksgiving Wednesday (if non-instructional) – Nov. 27th
- Thanksgiving Day – Nov. 28th
- Christmas Eve – Dec. 24th
- Christmas Day – Dec. 25th
- New Year's Eve – Dec. 31st
- MLK Jr. Day – Jan. 20th
- President's Day (in non-instructional) – Feb. 17th
- Memorial Day – May 26th

In order to receive pay for any holiday:

- ✓ The holiday must fall between the first day of work and the last day of work within any school year calendar and work schedule of the employee.
- ✓ There is no intent to refuse an employee holiday pay if the holiday falls on a Saturday or Sunday.
- ✓ The employee must work the last scheduled workday preceding the holiday and the first scheduled workday following the holiday to be eligible to receive holiday pay. An employee who is absent on a paid leave (PTO) day shall be considered to have worked the day.

It is the intention of this leave policy to provide reasonable protection against loss of salary for those absences from work caused by accidents, illness, personal emergencies, and deaths. False reports for reasons for absence shall cause a notation (with a copy to the employee) to be entered in the employee's permanent records file.

Paid Time Off (PTO)

- ✓ Deans and Student Support Personnel who work the school-year, will receive ten (10) personal time-off (PTO) days a year.
- ✓ PTO days will be credited at the beginning of the fiscal year. PTO days used before they would have been earned on a monthly accrual basis shall be reimbursed by an employee separating employment with the district.
- ✓ PTO days used as vacation time will generally be scheduled thirty (30) days in advance. All requests shall be in writing and given to the immediate supervisor or designee. The immediate supervisor or designee shall respond to the request promptly.
- ✓ Any of the allowed days not used will be credited to the employee's record and be accumulated to a maximum of 90 days.

Retirement Benefit

When a Grand Ledge Public Schools Dean or Student Support Personnel 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 may redeem up to ninety (90) accumulated PTO days at the rate of \$50.00 per day.

Extended Leave of Absence

- ✓ When it is determined, either by mutual agreement or a doctor's statement, that an employee cannot fulfill his/her job description, the employee may request a voluntary leave of absence (includes personal illness, maternity, etc.). All requests must be submitted in writing through his/her immediate supervisor or designee to Human Resources. If the leave is granted, it will be without pay or benefits. The full conditions of the agreement, including the assignment of the employee upon return and the effect, if any, on the salary schedule, will be put in writing to the employee.

- ✓ Any employee that requests and receives a leave of absence shall have the right to return to a similar position if available in regard to hours worked and at the same wage schedule as was held at the time the leave was granted.

Other Leaves

Leaves of absence with full pay that are not chargeable against the employee's PTO and do not count against the perfect attendance incentive shall be granted for the following reasons:

- ✓ Absence when the employee is called for jury duty.

- ✓ Time necessary for appearance in any legal proceedings connected with the employee's employment or with the school system if the employee is required by law to attend, unless the employee is the charging party.

- ✓ The employee may use up to 3 days for bereavement for the death of an immediate family member.

Employees who will be absent for any reason shall notify their supervisor or supervisor's designee prior to their scheduled work time and shall be responsible to enter their absence.

Unscheduled School Closing Days

When school is declared closed due to inclement weather, heating problems, road conditions, or other situations the employer has no control over, Deans and Student Support Personnel should report unless otherwise told by their Building Administrator. If Deans and/or Student Support Personnel are not required to report, they will be paid for up to 6 such days. Beyond 6 days, you will not be paid for the day, unless they chose to use earned PTO time. When the beginning of a school day for students is delayed due to fog, adverse weather conditions or any other emergency condition, Deans and Student Support Personnel shall report according to the procedure followed by the teachers of the Grand Ledge Public Schools. On delay days, pay shall be that of their full day and will not be reduced due to the delay.

Wage Increases/Compensation

Wage schedule changes shall be effective September of each year. An employee in good standing will receive the next step in numerical order from the step held at the end of the prior school year. An employee who begins employment on or before January 1st, will be eligible for the next step on the salary schedule on July 1st. An employee employed after January 1st will remain on the current step they were hired at.

Deans and Student Support Personnel who work **outside of their calendar days**, shall be compensated their hourly rate for days worked. This must be mutually agreed upon by the supervisor/administrator and human resources. This does not include any before school, after school, or weekends during the school year.

Tuition Reimbursement/Certifications

Deans and Student Support Personnel shall receive \$200.00 for each credit towards a degree. All coursework for reimbursement must be applicable to your current position and be approved by the Superintendent or designee (Human Resources). Supervisors can submit transcripts prior to September 1, and January 15, of each year for reimbursement. Any employee who receives tuition reimbursement and resigns within 2 years will be required to pay a portion or all of the funds received back to the district.

Certifications that are required by the district for your position, will be paid by district funds.

Professional Development

All Deans will be required to complete 6 hours of professional development yearly that will be determined by the office of Academic Services.

Promotion Benefits

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

Reassignments

Deans and Student Support Personnel 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.