



EARLY CHILDHOOD EMPLOYEE HANDBOOK

Table of Contents

Table of Contents	2
Section 1 – Definitions	3
Section 2 – Applicability.....	4
Section 3 – Employment Practices	4
Vacancies	4
Hiring.....	4
Physicals, TB Tests, and HBV Vaccine	5
Transfers.....	5
Code of Conduct.....	5
Travel & Conference Reimbursement.....	6
Reimbursement for Supplies & Materials	6
Tuition Reimbursement.....	6
Performance Evaluation.....	7
Discipline	7
Section 4 – Compensation and Fringe Benefits.....	7
Compensation:.....	7
<i>Salary Schedule</i>	7
<i>Overtime</i>	7
<i>Compensatory Time</i>	7
<i>Holidays</i>	7
<i>Child Care for Meetings</i>	7
<i>Unpaid Status</i>	8
<i>Health, Dental, and Vision benefits</i>	8
<i>Term Life Insurance</i>	9
<i>Long Term Disability</i>	9
Section 5 – Work Schedule.....	10
Daily Work Schedule.....	10
School Closings Due to Inclement Weather.....	10
Section 6 – Vacation Time	11
Section 7 – Leaves of Absence.....	11
Authorized - With Pay:.....	12
<i>Sick Leave – Division 1 Employees</i>	12
<i>Sick Leave – Division 2 Employees</i>	12
<i>Sick Leave – Division 3 Employees</i>	12
<i>Personal Business</i>	13
<i>Jury Duty Leave</i>	13
<i>Bereavement Leave</i>	13
Appendix A – Wage Scale.....	16

Section 1 – Definitions

The following terms are defined:

- A. **Agency.** Denotes the Livingston Educational Service Agency
- B. **Board.** Denotes the Livingston Educational Service Agency Board of Education.
- C. **Day.** Denotes a working day unless otherwise stated. A working day is any day during which any part of the Agency is scheduled to be in operation unless operations have been suspended before 8:00 a.m. by the Employer.
- D. **Employee.** Denotes any person employed in any position defined in Paragraph 2, below.
- E. **Employer.** The term, Employer, denotes the Board, the Superintendent, and their designees.
- F. **Full-time Employee.** With regard to the Federal Affordable Care Act, the term “Full-time Employee” denotes an employee employed on average at least 30 hours of service per week.
- G. **Health and Human Services.** The term, Health and Human Services, denotes the Federal-funding agency commonly known as “Head Start”.
- H. **Michigan Department of Education.** The term, Michigan Department of Education, denotes the State-funding agency commonly known as “Great Start Readiness Program.”
- I. **Part-time Employee.** The term, Part-time Employee, denotes an employee who regularly works less than 30 hours per week
- J. **Policy Council.** The term, Policy Council, denotes the decision making body charged with the responsibility of setting objectives, issuing policy, and evaluating programs. The Council consists of elected parent representatives from Head Start as well as community representatives as required by funding agencies.
- K. **Probationary Employee.** The term, Probationary Employee, denotes an employee in the first 90 days of employment
- L. **Superintendent.** The term, Superintendent, denotes the Superintendent of the Livingston Educational Service Agency.
- M. **Year.** The term, Year, denotes a consecutive 12-month (365 calendar day) interval beginning July 1st.

Section 2 – Applicability

These provisions shall apply without discrimination to any and all regular employees noted in appendix “A” employed by the Board.

Nothing in this handbook nor any written or oral statements or personnel policies made now or in the future is intended to create or to constitute an employment agreement. Livingston Educational Service Agency may, at any time, with or without notice, amend, modify or eliminate any of its policies, including those set forth herein.

Therefore, Employees may be terminated, with or without cause, and with or without notice, at any time, at the option of the Board. No supervisor, employee, or individual representative of the Agency or Board has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to this provision.

All Employees are covered by Workers’ Compensation. All on-the-job accidents as well as job-incurred injuries, however slight, must be reported promptly. A portion of earned sick leave or approved sick leave bank will be deducted as needed to make up a day’s pay, with the portion being compensated by Workers’ Comp. An Employee will be on unpaid status when they no longer have sick leave or approved sick leave bank time to utilize with Workers’ Comp.

Section 3 – Employment Practices

Vacancies

- A. Notice of each vacancy or new position shall first be posted within the Agency.
- B. During the above posting, any qualified Employee may apply using the Agency’s online application system. Failure to submit an application on or before the announced deadline date may disqualify the Employee from further consideration.
- C. All applicants must complete a request for Criminal History Check (which includes ICHAT and Fingerprinting), Unprofessional Conduct Check and DHS Clearance Request prior to consideration for employment
- D. Each Employee will be notified of the final disposition of his/her application.

Hiring

- A. All hiring procedures are subject to Board policy 3120 – Employment of Professional Staff and 4120 – Employment of Support Staff.
- B. The Executive Director for Early Childhood Programs (or her designee) shall conduct all interviews so as to ensure compliance with the Agency’s Pre-Employment and Onboarding Procedures.

- C. Interviews shall consist of at least two Agency employees and may be supplemented by Policy Council Members. All interview team members shall be trained on the legality of interview questions prior to participating in any interview.
- D. After reference checks have been completed with at least two of the candidate's former supervisors, recommendations for employment are forwarded to the Deputy Superintendent for a final interview and/or recommendation to the Board.
- E. Only the Board has the authority to hire and no candidate for employment shall be considered to be an Employee until s/he is formally approved by the Board. The Executive Director for Early Childhood Programs shall notify the Policy Council of all employees hired by the Agency's Board of Education so that the Policy Council can take action as required by the Head Start grant.

Physicals, TB Tests, and HBV Vaccine

- A. All employment offers are subject to a pre-employment physical conducted by the Agency's designated physician. The Agency shall cover the full cost of the physical.
- B. **Division 1, 2, and 3** staff are required to have a current TB test on file. The employee is responsible for the cost of the TB test.
- C. Employees are eligible for reimbursement of the HBV vaccine. Prior approval must be received to qualify for reimbursement.

Transfers

- A. The Employer may transfer and place an Employee in a position. Such transfers and placements will be with prior notice.

Code of Conduct

All employees are expected to comply with all rules, regulations, and board policies with particular attention being paid to the following:

1. Immediately report all instances of suspected child abuse or neglect as required by Board Policy 8462 – Student Abuse and Neglect.
2. Comply with Board Policy 8350 – Confidentiality, and sign an oath of confidentiality at the beginning of each school year.
3. Refrain from accepting gifts as noted in Board Policy 3110/4110 – Conflict of Interest and Board Policy 3214/4214 – Staff Gifts.
4. Refrain from engaging in lobbying or political activities as noted in 42 U.S.C. 9851(b)(1-3).
5. Follow established Agency procedures for use of Agency vehicles.

Effective Date: July 1, 2016

Updated October 17, 2016 (changes noted in red)

6. Refrain from using cell phones (calling, texting, or emailing) for personal use while at work without supervisor approval and comply at all times with Board Policy 7530.01 – Staff Use of Wireless Communication Devices.
7. Report time and attendance accurately, timely, and as directed by supervisory personnel.
8. Report on the job accidents or injuries to supervisory personnel timely and as permitted by emergency situations. As soon as possible the employee should complete a written accident/injury report.
9. Comply with Board Policy #7540.04 – Staff Network and Internet Acceptable Use and Safety.

Travel & Conference Reimbursement

All overnight travel must be pre-approved by the Agency's Superintendent. Employees may seek approval for attending conferences and seeking reimbursement of reasonable expenses using designated Agency forms in accordance with Board Policy 3440/4440 – Reimbursement of job-related expenses and 6550 – Travel Payment & Reimbursement.

Employees that attend full-day conferences without staying overnight qualify for reimbursement of lunch if one is not provided with the event registration.

Employees that stay overnight at a conference qualify for reimbursement of lunch and dinner on the first day of travel and breakfast and lunch on the last day of travel. Full days at the conference without travel to or from the conference qualify for reimbursement of breakfast, lunch, and dinner.

Reimbursement for Supplies & Materials

Items purchased for program use shall qualify for reimbursement if approved in advance by the employee's supervisor. There will be no reimbursement for sales tax.

Tuition Reimbursement

Any **Division 2 or 3** Early Childhood Employee may apply for tuition reimbursement. Information regarding Tuition Reimbursement and Tuition Reimbursement Applications can be obtained from the Director of Early Childhood Programs.

The amount of funding, or reimbursement, provided to each employee is dependent upon the level of available funding and individual request for funds.

There are three priorities considered when reviewing applications for Tuition Reimbursement:

1. Does the coursework support staff in working towards proper credentials required for the position?
2. Does the coursework support staff development in order to provide quality services to children and families?

3. Does the coursework support identified staff development/program goals?

Performance Evaluation

All Employees will be evaluated on an annual basis. At the beginning of the year the supervisor will review with the employee the standards by which their performance will be assessed. The supervisor will conduct a mid-year review with the Employee and provide feedback regarding their performance. The employee will sign and date the beginning of year and mid-year discussion summary prepared by the supervisor as well as the year-end evaluation.

Discipline

The Agency shall comply with Board Policy 3139.01 – Teacher Discipline for all disciplinary matters. Such policy shall be followed for teachers as well as all other Head Start and Great Start Readiness Program staff.

Section 4 – Compensation and Fringe Benefits

Compensation:

Salary Schedule

Appendix A, attached hereto, sets forth rates of compensation to be paid to Employees.

Overtime

Overtime at 1-1/2 times the non-exempt Employee's straight-time rate shall be paid for all required actual work in excess of 40 hours in one week. All overtime must have prior administrative approval.

Compensatory Time

Compensatory time is subject to prior written approval by the employee's supervisor and must be used within two weeks of the pay period in which it was earned.

Holidays

Division 1 employees shall receive holiday pay for Thanksgiving Day, Christmas Day, and New Year's Day.

Division 4 employees shall received holiday pay for July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Good Friday, and Memorial Day.

Child Care for Meetings

Individual classroom Program Assistants and Food Service Workers will be the first level of staffing for child care and will be paid at their regular rate of pay.

Fringe Benefits:

Note: Division 3 employees are not eligible for any fringe benefits.

All Board-paid fringe benefits shall terminate on the last day of employment with the Agency.

Unpaid Status

An Employee on an unpaid status will lose all Board-paid fringe benefits, effective the last day of the month following the month in which his/her unpaid status began.

Health, Dental, and Vision benefits

Division 1 and Division 2 **and Division 4** Employees shall be eligible for the following health, dental, and vision benefits upon acceptance of written applications by the benefit carrier and shall be effective when the requirements established by the benefit carrier are met.

An Employee and an Employee's family members who are eligible for the health care insurance provided by this Section shall not be entitled to receive such insurance coverage if they are eligible to receive such insurance coverage through another employer, with the following exceptions: (1) the health care double coverage prohibition shall not apply if the other employer will not permit its employees to drop the health insurance coverage provided through the other employer for the Employee or the Employee's family members and so states in writing to the Board, and (2) an Employee who has family members who receive health insurance coverage as a result of a divorce decree shall be entitled to receive the health care insurance provided by this Section for those eligible family members who do not receive health care insurance as a result of the divorce decree.

The Employee will be eligible for Board-paid dental care insurance only if he/she does not receive such dental care insurance coverage through another employer. For the appropriate coverage, the Employee shall verify in writing that he/she is eligible for such coverage. Written verification shall be completed at the beginning of each school year. After that time any Employee with double health or dental coverage shall reimburse the Board the cost of his/her health or dental coverage for the duration of such double coverage.

Any changes in family status shall be reported by the Employee in writing to the Accounting Department within thirty (30) days of such changes. The Employee shall be responsible for any overpayment of premiums by the Board in his/her behalf for failure to comply with this provision.

Health benefits

The health benefit plan is subject to change as communicated by the Agency.

Qualified employees may choose single, 2-person, or family coverage, as appropriate. The Board shall contribute a maximum monthly amount towards health benefits equal to the single subscriber rate in accordance with MCL 15.563. Such amounts are subject to adjustment by the State Treasurer annually. The maximum monthly amounts as of July 1, 2016 are as follows:

Single	2-Person	Family
\$512	\$512	\$512

Dental Benefits

The dental benefit plan is subject to change as communicated by the Agency.

The Board shall contribute a maximum monthly amount towards dental benefits for qualified employees as of July 1, 2016 in the amounts noted below:

Single	2-Person	Family
\$37	\$37	\$37

Vision Benefits

The vision benefit plan is subject to change as communicated by the Agency.

The Board shall contribute a maximum monthly amount towards vision benefits for qualified employees as of July 1, 2016 in the amounts noted below:

Single	2-Person	Family
\$9	\$9	\$9

Alternative Coverage

Any Division 1 or Division 2 or Division 4 employee who is ineligible for health care insurance as provided for above due to coverage elsewhere may elect in writing to receive an amount not to exceed \$80 per month in lieu of medical coverage. Any Employee who is ineligible for dental care insurance as provided for above due to coverage elsewhere may elect in writing to receive an amount not to exceed \$10 per month in lieu of dental coverage. If the IRS rules that such language adversely affects taxable personal income of employees, the Board will either: 1) seek an alternate approved IRS transfer to benefits plan or, if such is not possible, 2) withdraw this provision.

Term Life Insurance

Division 1 employees are eligible for a \$20,000 term life insurance policy paid by the Agency. The policy shall have a 30-day conversion right upon termination of employment. Any Employee electing his/her right of conversion in order to keep term life insurance in force must contact the insurance carrier within thirty (30) days of his/her last day of employment. The term life insurance will apply only to those Employees actively at work when the policy is effective as defined above.

Long Term Disability

Division 1 and Division 2 and Division 4 employees who work at least 25 hours per week on a regularly scheduled basis may elect to receive a long-term disability (LTD) benefit with a premium fully paid by the board. The LTD plan replaces 60% of the monthly income loss, subject to plan limitations and exclusions. Benefit payments will be reduced by other income received or eligible to be received in accordance with the plan documents. Employees must be disabled for 90 days before benefits may be payable.

Effective Date: July 1, 2016

Updated October 17, 2016 (changes noted in red)

Section 5 – Work Schedule

Daily Work Schedule

Employee workdays are subject to the Early Childhood Program Calendar and communications issued by the Executive Director of Early Childhood to attend mandatory staff in-service and training sessions.

	Days per Year	Hours per Day
Division 1		
Early Childhood Specialist	235	8
Family Services & Enrollment Coordinator	235	8
Health Coordinator	235	8
Executive Assistant to the Executive Director of Early Childhood Services	255	8
Data Entry Clerk	255	8
Executive Assistant to the Early Childhood Director	255	8
Food Courier	255	8
Division 2		
Lead Teacher	183	7.5
Family Advocate	183	7
Division 3		
Program Assistant (w/CDA)	159	7.5
Food Service Worker (w/Serv Safe Certificate)	159	7
Program Assistant (No CDA)	159	7.5
Preschool Aide	159	4
Food Service Worker (No Serv Safe Certificate)	159	7
Home Visitor	199	8
Division 4		
Early On Family Service Coordinator - 1	243	8

School Closings Due to Inclement Weather.

Employees are not required to report on scheduled workdays if the district or building to which they are assigned that day is closed. The Agency shall provide for up to two (2) paid days after which the days are rescheduled. The Agency shall attempt to provide advance notice via telephone. In

situations when the employee is scheduled for professional learning outside the assigned district or building, he/she should still report as scheduled unless the professional learning activity is also closed/cancelled.

Section 6 – Vacation Time

Note: Division 2 and Division 3 employees are not eligible for any vacation time.

A. **Accrual.**

Division 1 & Division 4 employees will be granted vacation time with pay in accordance with the following schedule based on their length of services as of July 1st:

- Up to one year - 1/2 day per month
- Up to five years – 1 day per month
- Five years or more – 1.5 days per month

Employees who do not complete the full work year shall have earned vacation days prorated.

B. **Accumulation**

Employees may not carry over more than five (5) days of vacation time from one year to the next. Employees with a balance of more than five (5) days of vacation time as of July 1, 2016 shall develop a plan with their supervisor to use such days prior to June 30, 2019.

C. **Utilization**

No vacation time may be used by an Employee with less than six (6) months of continuous service except under extenuating circumstances.

D. **Approval**

Requests for vacation time must be submitted on the appropriate form and have prior administrative approval.

Section 7 – Leaves of Absence

All leaves of absence must be requested in advance using the AESOP (www.aesoponline.com) reporting system (or appropriate absence request form as appropriate). Employees are responsible for arranging their own substitute from the approved list of Agency substitutes. The employee must inform their classroom team regarding their absence and the person scheduled as a substitute. Should the employee not be able to provide advance notice, such as if they become ill, they must contact the Program Director at (517) 548-2100.

Authorized - With Pay:

All paid leave time is pro-rated based on the portion of the year the employee is scheduled to work. Should an employee terminate employment with the Agency, any paid days credited but not earned (based on the portion of the year worked) shall be deducted from his/her last pay.

Sick Leave – Division 1 & Division 4 Employees

Accumulation. On July 1st each Division 1 & **Division 4** employee will be credited with thirteen (13) sick leave days. To this amount will be added the amount of his/her previously accrued and unused sick leave up to a maximum of one hundred twenty (120) days. Accumulated sick leave shall terminate upon severance of employment.

Utilization. Sick leave days may be used in 1/4-day blocks for:

- A. Personal illness, injury or quarantine.
- B. Serious illness in the immediate family, i.e., husband, wife, child, father or mother that requires the presence of the Employee not to exceed five (5) consecutive days.
- C. The Employee shall notify the administration of his/her impending absence stating the period of leave and where he/she can be contacted during the day. Each Employee shall give such notification prior to his/her scheduled on-the-job starting time.
- D. The Employee may be required by the Superintendent to give a written, signed statement from the Employee's physician or from the Employee indicating the reason for such absence when reporting to work on the first working day following his/her absence. Failure to comply with this provision will result in the withholding of pay for such leave days.

Sick Leave – Division 2 Employees

Accumulation. On July 1st each Division 2 employee will be credited with eight (8) sick leave days. To this amount will be added the amount of his/her previously accrued and unused sick leave up to a maximum of eighty (80) days. Accumulated sick leave shall terminate upon severance of employment.

Utilization. Sick leave days may be used in accordance with the same utilization requirements for Division 1 employees.

Sick Leave – Division 3 Employees

Accumulation. On July 1st each Division 3 employee will be credited with five (5) sick leave days. To this amount will be added the amount of his/her previously accrued and unused sick leave up to a maximum of fifty (50) days. Accumulated sick leave shall terminate upon severance of employment.

Utilization. Sick leave days may be used in accordance with the same utilization requirements for Division 1 employees.

Personal Business

Personal business leave shall be used in ¼ day increments only for the purpose of conducting business which requires the personal presence and attention of the Employee and which cannot be conducted at alternative times which do not interfere with the duties of employment. The portion of personal business time not used by the Employee by the end of the year shall be added to the individual sick leave bank.

Requests for personal business time must be submitted on the appropriate form and have prior administrative approval.

Employees may be granted personal business days as follows:

- Division 1 = four (4) days per year
- Division 2 = three (3) days per year
- Division 3 = two (2) days per year
- Division 4 = four (4) days per year

Jury Duty Leave

An Employee who is summoned for jury duty shall be paid an amount equal to the difference between the amount of salary he/she would otherwise have earned by working on that day and the daily jury fee paid by the court, not including travel allowances or reimbursement of expenses for each day on which he/she reports for or performs jury duty and on which he/she otherwise would have been scheduled to work.

Bereavement Leave

When death occurs in an Employee's immediate family, i.e., spouse, parent, grandparent, parent of current spouse, child, brother, sister, grandchild, son-in-law, daughter-in-law, the Employee, on request, will be excused for the first five (5) normally scheduled working days immediately following the date of death provided he/she attends the funeral (an exception may be considered if there are no scheduled funeral services.)

An Employee will be excused, on request, for one (1) day to attend the funeral upon the death of an aunt, uncle, niece, nephew, sister-in-law, or brother-in-law.

An Employee shall notify the administration of his/her impending absence stating the period of leave and where he/she can be contacted.

Authorized – Without Pay:

1. **Conditions.** Unless otherwise indicated, the following conditions shall apply to unpaid leaves of absence: Salary increments shall not accrue, fringe benefits shall not accrue, sick leave days shall not accrue (but unused sick leave days held at the start of the leave shall be reinstated upon return), time spent on an unpaid leave will not be added to the Employee's seniority, requests for unpaid leaves shall be in writing to the Deputy Superintendent, and must have prior written approval before becoming effective.

Employees granted unpaid leaves of up to thirty (30) calendar days may retain medical insurance coverage at Board expense.

Employees granted unpaid leaves of more than thirty (30) calendar days may retain only medical insurance coverage at their own expense for a period not to exceed one year.

Individuals granted a leave under the Family and Medical Leave Act will retain benefits, as required under the Act.

2. **General Provisions.** The Employer may grant Employees who have met certain criteria for procedures, as outlined below, leaves of absences without pay.

- a. Each request for an unpaid leave of absence will be considered on its individual merits.
- b. The application shall be submitted in accordance with the provisions of this section.
- c. The particular circumstances surrounding each leave will be reviewed by the Employer with the understanding that its decision will in no way establish a precedent. If the leave is disapproved, a reason in writing will be given.
- d. The decision of the Employer as to whether such leave shall be granted is final.
- e. The Board shall re-employ such Employee provided he/she remains qualified, returning on schedule from an approved leave of absence of not more than fifty (50) employee-scheduled workdays.
- f. Employees who are granted leaves of absence exceeding fifty (50) employee-scheduled workdays will be rehired upon notification of intent to return as soon as positions for which they are qualified are available.
- g. Leaves will not be granted for purposes of seeking outside employment. If the Employee secures other employment while on leave, the Employee's removal and termination of employment is automatic.

3. **Short-Term Leaves**

When approved by the Deputy Superintendent, short-term leaves without pay may be granted.

- a. Personal leave which could not be arranged at any other time or for which the Agency feels no responsibility (maximum of five (5) employee-scheduled work days).
- b. Duty with the military reserves or National Guard when such obligations cannot be fulfilled on non-working days.
- c. Employees granted short-term leaves shall retain their benefits during such leaves and shall be re-employed at the end of such leaves.

4. Maternity Leaves

- a. An Employee who has a doctor's note stating that he/she is disabled may use sick time and sick pool when appropriate.
- b. Other requests for sick time to cover maternity leaves should be directed to the Deputy Superintendent.
- c. Requests for additional leave time following the birth of a child should be directed to the Deputy Superintendent.

5. Family and Medical Leave Act.

Under certain conditions, the Family and Medical Leave Act (FMLA) provides for up to 12 weeks of leave without loss of medical/dental insurance for employees who meet the criteria. Further information can be obtained from Human Resources.

Appendix A – Wage Scale

	FLSA	Scale	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Division 1									
Early Childhood Specialist	Exempt	1	34,553	36,281	38,095	40,000	42,000	44,100	46,305
Family Services & Enrollment Coordinator	Exempt	2	33,934	35,631	37,413	39,284	41,248	43,310	45,476
Health Coordinator	Exempt	3	36,000	37,800	39,690	41,675	43,759	45,947	48,244
Executive Assistant to the Executive Director of Early Childhood Services	Non-Exempt	4	33,110	34,766	36,504	38,329	40,245	42,257	44,370
Data Entry Clerk Food Courier	Non-Exempt	5	26,334	27,651	29,034	30,486	32,010	33,611	35,292
Executive Assistant to the Early Childhood Director	Non-Exempt	6	28,924	30,370	31,888	33,482	35,156	36,914	38,760
Division 2									
Lead Teacher – ZA or ZS Endorsement	Exempt	1	25,914	27,210	28,571	30,000	31,500	33,075	34,729
Lead Teacher – BA in Early Childhood	Exempt	2	22,891	24,036	25,238	26,500	27,825	29,216	30,677
Lead Teacher – BA	Exempt	3	21,218	22,335	23,510	24,747	26,049	27,420	28,864
Family Advocate	Exempt	4	24,188	25,397	26,667	28,000	29,400	30,870	32,414
Division 3									
Program Assistant (w/CDA)	Non-Exempt	1	10.57	11.10	11.66	12.24	12.85	13.49	14.16
Program Assistant (No CDA) Preschool Aide	Non-Exempt	2	10.37	10.89	11.43	12.00	12.60	13.23	13.89
Food Service Worker (w/Serv Safe Certificate)	Non-Exempt	3	10.00	10.50	11.03	11.58	12.16	12.77	13.41
Division 4									
Early On Family Service Coordinator – 1	Non-Exempt	1	17.01	17.85	18.74	19.68	20.67	N/A	N/A

Scale Steps: Employees shall be placed on the salary scale based on a combination of years of experience and job performance. The Executive Director of Early Childhood shall recommend changes in the scale steps to the Deputy Superintendent. All scale step changes are subject to Board approval.

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities. Inquiries regarding non-discrimination policies should be directed to the Deputy Superintendent.

This Policy Handbook was partially produced with funds provided by the Department of Health and Human Services, Washington, D.C., and the Michigan Department of Education.