



ADMINISTRATOR HANDBOOK

OF

SALARY, BENEFITS & WORKING CONDITIONS

Livingston Educational Service Agency
1425 West Grand River Avenue
Howell, Michigan 48843

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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.

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Definitions

The following terms are defined:

- A. Board. The term, Board, denotes the Livingston Educational Service Agency Board.
- B. Day. The term, 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 all operation has been suspended before 7:30 a.m. by the Employer.
- C. Agency. The term, Agency, denotes the Livingston Educational Service Agency.
- D. Administrator. The term, Administrator, 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. Superintendent. The term, Superintendent, denotes the Superintendent of the Livingston Educational Service Agency.
- G. Year. The term, Year, denotes a consecutive 12-month (365 calendar day) interval.

Applicability

This document represents Salary Schedules, Fringe Benefits, Working Conditions and other Rules and Regulations applicable to employees who are not affiliated with the unions. It will be made available to all affected employees, annually.

These provisions shall apply without discrimination to the following positions: Directors of General Education, Directors of Special Education, Director of Applied Technology, Director of Early Childhood, Assistant Directors of Special Education, Director of Renaissance Alternative School, Director of Technology, Planner/Monitor Coordinator and Transportation Director employed by the Board

All of the above named positions, at the present time, are not affiliated with the unions, and what follows represents conditions that are applicable to their employment.

PERSONNEL

Qualifications for Positions

All persons employed will be expected to meet employment qualifications required by state law or regulations, and by the Board. Persons employed for positions for which no minimum qualifications are mandated by state law or regulations will meet the qualifications established by the Board. It is assumed that the Board may adopt standards in excess of the minimum required by the state.

Posting Positions

Whenever non-affiliated positions become vacant or newly established, the Board shall publicize such positions by announcements and postings.

Individual Contracts

All Administrators shall be employed under written individual contracts.

Administrators having at least five (5) years' service in a current or like LESA Administrative position shall be placed on a two-year contract of employment to be renewed on or before July 1 of each year for a subsequent two-year period. This provision shall not apply to any administrator whose annual evaluation of performance cites deficiency. Administrators having fewer than five (5) years' service may be placed on a multi-year contract at the discretion of the Board.

Working Day

The working period for Administrators under these policies will be the amount of time necessary to carry on their tasks in a superior manner. Because of this, length of the day may vary from time to time and from position to position depending upon demands that are created by the specific situation.

Holidays shall be considered paid days. A calendar of scheduled holidays is included in Appendix I.

Health and Medical Conditions

When, in the opinion of the Superintendent, performance of the Administrator is adversely affected by his/her health, the Superintendent may request the Administrator to obtain a medical examination by a physician selected by the Agency at the expense of the Agency.

Personnel File Review

Each Administrator may, with reasonable prior request, review the contents of his/her personnel file as maintained by the Superintendent or his/her designee. If the Employee wishes, another Employee may be present during the review.

Personnel File Additions

An Administrator will be notified in writing when material is to be placed in his/her file which might adversely affect his/her evaluation. The Administrator may submit explanatory notes to be attached to each copy.

Complaints

A copy of any formal written complaints directed toward an Administrator shall be forwarded to the Administrator.

Transfers

If an Administrator is interested in being considered for an assignment to another administrative position, the Administrator may file a written notice of interest with the Assistant Superintendent of Human Resources. If the Administrator is not selected to fill the vacancy, he/she will be notified.

The Superintendent may at his/her discretion, permanently or temporarily, assign and transfer Administrators to positions within the Agency.

Layoff

If the Board determines layoffs are necessary, the Administrator to be laid off will be given notice of the impending layoff. The Administrator will remain subject to recall for one (1) year from the effective date of the layoff.

Staff Meetings

Administrators are required to attend all staff meetings scheduled, unless excused. Each work team will announce time and place of the meeting far enough in advance to allow for attendance.

Attendance at Professional Conferences

The Board favors participation by all non-affiliated members in worthwhile conferences. It is recognized that this is part of professional growth for any staff, and that it is important that all staff have the opportunity to participate in national, state and local meetings.

Each department will make arrangements to assure that at no time are all members of a division absent and that department coverage will be provided.

All requests for conferences must be filed with the immediate supervisor prior to conference dates and must have approval of the immediate supervisor.

All out of state travel must receive prior approval from the Superintendent.

All travel involving overnight stays must receive approval in accordance with the established Agency procedure.

The budget status will at all times be a key factor relative to approval.

The Agency will reimburse the Administrator for his/her reasonable travel, food, lodging, fees for conference registration, supplies and materials and all other allowable expenses. Itemized receipts must be presented before reimbursement will be made.

Employee's Attendance System

- A. On-Line absence reporting is required.
- B. An electronic form must be filled out by the employee and approved by the supervisor for all leaves.

Evaluation Procedure

The following procedure is to be followed:

- A. Annual evaluations shall be completed in accordance with the Administrative Evaluation Procedures a copy of which will be provided to the Administrator.
- B. Annual evaluations shall be filed with the Superintendent by April 1st.

Problem Solving Process

The Superintendent or his/her designee will meet periodically with representatives of the unit to discuss items of concern and opportunities for improvement.

Unscheduled School Closings

- A. Suspension of Operations Before 7:00 A.M. Should conditions occur not within the control of school authorities, as defined in Section 101(4) of the State School Aid Act, every reasonable effort will be made to determine by 7:00 A.M. whether or not Agency operations will be suspended for the day. If such a decision is made, it will be transmitted to WHMI (93.5 FM), WHMI.com.
- B. When the LESA program operations in Howell are suspended due to inclement weather, the message that will be announced over the radio will be "Livingston ESA is closed". The Education Center will be closed and Administrators do not need to report.

Compensation and Fringe Benefits

Administrative Salaries

See Appendix 2

Health Benefits

Health, Dental, Drug and Vision benefits

Full-time Administrators shall be eligible for the following health, dental, drug and vision benefits upon acceptance of written applications by the insurance carriers which shall be effective when the benefits carriers' requirements are met: All health, dental, drug and vision benefits will be consistent with those offered through the teacher contract.

An Administrator and their family members who are eligible for the health care benefits provided by this Section shall not be entitled to receive such benefits coverage if they receive such benefits 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 Administrator their family members and so states in writing, and (2) an Administrator 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.

The Administrator will be eligible for Agency paid dental and/or vision care benefits only if he/she does not receive such dental care and/or vision benefits coverage through another employer.

For the appropriate coverage, the Administrator shall verify in writing that he/she is eligible for such coverage. Written verification shall be completed at the beginning of each school year. Any Administrator with double health or dental coverage shall reimburse the Board the cost of his/her entire health or dental coverage for the duration of such double coverage.

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

Alternative Coverage

Any Administrator not electing or ineligible for health care benefits due to coverage elsewhere may apply for an amount not to exceed \$250 per month. Any Administrator not electing or ineligible for dental care benefits due to coverage elsewhere may apply for an amount not to exceed \$25 per month. If the IRS rules that such language adversely affects taxable personal income of employees, the Agency will either (1) seek an alternate approved IRS transfer of benefits plan, or, if such is not possible, (2) renegotiate this

provision.

Part-time Administrators will receive pro-ration of the benefits outlined above.

Termination of Insurance Coverage

All Agency-paid Health Benefits and Term Life Insurance benefits shall terminate on the first day of the month following termination of employment.

Employment for Less Than a Full Fiscal Year

Administrators entering employment after the beginning of the contract year will be paid and receive benefits on a pro-rated basis.

Term Life Insurance

Upon the acceptance of a written application by the carrier, effective when the carrier's requirements are met, each full-time Administrator shall be eligible for a Agency-paid term life insurance policy equal to the amount of the Administrator's salary. Administrators with Agency-paid term life insurance have a 30-day conversion right upon termination of employment. Any Administrator 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.

Workers' Compensation

Administrators are covered by Workers' Compensation. All on-the-job accidents, as well as job-incurred injuries, however slight, must be reported promptly to the Assistant Superintendent for Human Resources and Compliance.

Reimbursement of Mileage and Expenses

Reimbursable expenses include all approved daily mileage as well as all prior-approved mileage and other expenses for evening meetings, conferences and visitation days. Other expenses include conference registration fees, necessary transportation, lodging and meals

1. Basis for Mileage Reimbursement. Administrators shall be reimbursed for mileage driven from the first work stop of the day to the last work stop of the day. Administrators shall be reimbursed for actual mileage driven to and from evening meetings, conferences or visitations.
2. Mileage Rate. Mileage shall be reimbursed at the same rate as the Internal Revenue Service approved rate.
3. Adjustment of Mileage Rate. The rate of mileage reimbursement shall be adjusted as the Internal Revenue Service approved rate is adjusted.

Reimbursement for Coursework

If the Agency requires that an Administrator take a course, and the Administrator will not receive credit towards a degree at the time the course is taken, and the course will not contribute to continuing certification of approval or advancement on the salary schedule,

the Agency will pay full tuition for the course.

Long-Term Disability

Active full-time employees who work at least 25 hours per week on a regularly scheduled basis shall 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.

Income Protection

The Agency will maintain a pool of sick leave days for Administrators. For each day that an Administrator is permitted to draw from the sick leave pool, he/she will receive 100% of his/her day's pay for the amount of time used, less any amounts the Administrator is eligible to receive from Social Security or Workers' Compensation benefits.

- A. Establishment. Each Administrator will contribute one (1) day of his/her sick leave bank to the sick leave pool each year until he/she has contributed six (6) days, after which no further contribution will be required except as provided below.
- B. Eligibility. An Administrator may draw days from the sick leave pool under the following conditions:
 1. He/she is personally ill or has been injured or quarantined, and has obtained a doctor's statement stating that he/she may not work.
 2. He/she has been unable to work for 14 consecutive calendar days.
 3. He/she has applied in writing to the Superintendent for permission to draw days from the sick leave pool prior to or concurrent with the illness or injury justifying the use of the pool.
 4. He/she has no more than 10 paid leave days available.
- C. Use.
 1. During the first ninety (90) calendar days from illness/injury, an eligible Administrator may draw a full day from the sick pool for each contract day of absence.
 2. At any time during or prior to an Administrator's use of sick leave pool days, the Superintendent may require a doctor's statement that the Administrator may not return to work. Failure to provide such a statement will justify immediate withdrawal of permission to continue to draw days from the sick leave pool. If either party does not agree with the Administrator's doctor, the Administrator may be required to obtain a second statement from a doctor mutually acceptable to the Administrator and the Board. The requesting party will pay for the second statement.

- D. Repayment. The Administrator need not repay the pool for any days he/she has drawn from it. Application to draw from the pool must be renewed bi-weekly.
- E. Restoration. If the pool falls below 25 days each Administrator will contribute one (1) additional day of sick leave. At the end of the fiscal year, all unused days will be kept in the pool.
- F. Termination. Maximum period of benefits is limited to one (1) calendar year from the first day of sick pool utilization.

LEAVES OF ABSENCE

Authorized - With Pay

Sick Leave

Each 12-month Administrator shall be granted 13 (thirteen) sick leave days. Each 11-month Administrator shall receive 12 (twelve) sick leave days. An Administrator employed after the beginning of a school year or terminated before the end of his/her contract period shall be granted a sick leave bank adjusted according to the above rules.

1. All sick leave days previously accumulated by an Administrator while employed by the Agency shall be credited to him/her. Any sick leave days not used by the end of the school year shall be added to the sick leave days available for the following year, up to a maximum of 130 days.
2. Criteria for utilization of sick leave days by an Administrator shall be:
 - a. Personal illness, injury, quarantine or medical appointments;
 - b. Serious illness in the immediate family, i.e., husband, wife, child, father or mother that requires the presence of the Administrator.
3. The Administrator shall notify the Superintendent of his/her impending absence stating the period of leave and where he/she can be contacted during the day. Each Administrator shall give such notification prior to his/her scheduled on-the-job starting time.
4. The Administrator may be required by the Superintendent to give a written, signed statement from the Administrator's physician or from the Administrator indicating the reason for such absence when reporting to work on the first day following his/her absence. Failure to comply with this provision can result in the withholding of pay for such leave days.
5. Accumulated sick leave time shall terminate upon termination of employment.

Personal Business

A twelve (12) month Administrator may be granted three (3) days per year for personal business and an eleven (11) month Administrator may be granted two (2) days per year

for personal business. Personal business days must have administrative approval. This leave shall be used only for the purpose of conducting business which requires the personal presence and attention of the Administrator 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 Administrator by the end of the contract year shall be added to the individual sick leave bank.

Jury Duty

An Administrator who is summoned and who reports 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 or performs jury duty on which he/she would otherwise have been scheduled to work.

An Administrator who is subpoenaed shall be released from regular duties without loss of salary to appear in court as a witness in any case connected with the Administrator's employment or in cases where the Agency is involved. Notwithstanding the above, paid released time shall not be granted for court appearances which are not connected with the Administrator's employment or in which the Agency is not involved, or where the Administrator is one of the defendants except in an Agency connected case in which the Administrator is acquitted.

Bereavement Leave

Each Administrator will be granted up to five (5) days of leave without loss of pay when a death occurs in his/her immediate family. Such leave may also be granted for other situations upon the approval of the immediate supervisor.

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

Vacation

1. Full-time, 12-month Administrators will receive 25 (twenty-five) annual vacation days.

LESA Administrators shall not be permitted to carry over more than 5 days of vacation time on July 31 of each year from the previous year.

The maximum number of days Administrators hired prior to June 30, 2008 will be able to accrue to June 30 is the actual number of days they have remaining on June 30, 2008 if less than or equal to 30 (thirty) and greater than 5 (five). However, if on any subsequent June 30 their total number of days accrued falls below the number they had on June 30, 2008, that new number becomes their maximum to carry over until the number reaches the 5 (five) allowed for all other administrators. In any give year carry over days exceeding the maximum accrual allowed not used by July 31 will be lost.

2. Full-time, 11-month Administrators will receive 5 (five) annual vacation days.

Vacation days must be used during the year they are given, as unused days do not carry over to the next year.

3. Administrators accepting retirement, disability leave, or terminating employment with the LESA prior to the completion of the full contracted year shall have earned vacation days pro-rated.

Authorized - Without Pay

Sabbatical Leave

A sabbatical leave of up to one year may be granted upon application to the Livingston Educational Service Agency Superintendent and Board. The following regulations govern requests for such leaves:

1. The Administrator must have completed not less than seven years of continuous full-time service before he/she can be a candidate for consideration.
2. Sabbatical leaves may be granted for purposes which shall be mutually beneficial to the Administrator and the Agency. A report, outlining professional development activities undertaken during the sabbatical period, shall be filed with the Superintendent upon the conclusion of the leave.
3. Request for sabbatical leave must be submitted to the Superintendent by February 15 for leaves beginning the first semester or November 1 for leaves beginning the second semester.
4. The Agency shall continue to pay insurance premiums during the sabbatical period.
5. Before beginning a sabbatical leave, the Administrator shall enter into an agreement with the Agency to return to active service in the Agency for a period of two years after the expiration of such leave. An Administrator who does not fulfill this agreement shall repay the full amount paid for benefits during the sabbatical.

Miscellaneous Provision

Liability Insurance

Liability insurance shall be provided to cover Administrative staff in the performance of duties and services related to the Agency.

Appendix 1 – Holidays

1. New Year's Eve
2. New Year's Day
3. Good Friday
4. Memorial Day
5. July 4th Observed
6. Friday before Labor Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Eve
11. Christmas Day
12. Day after Christmas

Appendix 2 - Administrator Employee Group Salary Scales

Division 1 – Central Administration	Scale								
Executive Director of Special Education Executive Director of Early Childhood Services Executive Director of Secondary School Initiatives	1	\$104,097 – \$109,000							
Division 2 – Special Education	Scale								
Director of Special Education		1	2	3	4	5	10	15	20
- Masters Degree	1	83,165	87,036	91,089	95,642	100,425	101,932	103,460	105,012
- Educational Specialist & Doctorate	2	86,207	90,220	94,421	99,141	104,097	105,658	107,245	108,853
Assistant Director of Special Education									
- Bachelors Degree	3	68,799	72,241	75,850	79,644	83,624	84,878	86,151	87,444
- Masters Degree	4	71,311	74,877	78,620	82,553	86,680	87,980	89,300	90,638
- Educational Specialist & Doctorate	5	73,911	77,610	81,491	85,566	89,845	91,193	92,560	93,948
Division 3 – Finance	Scale								
Finance & Budget Director w/ CPA		1	2	3	4	5	10	15	20
- Bachelors Degree	1	80,000	85,000	89,250	93,713	98,399	99,875	101,373	102,894
- Masters Degree	2	83,000	88,000	92,400	97,020	101,871	103,399	104,950	106,524
Division 4 – Early Childhood	Scale								
		1	2	3					
Director of Head Start/GSRP	1	63,819	67,010	70,361					
Division 5 – Alternative Education	Scale								
		1							
Director	1	47,000							
Division 6 – Transportation	Scale								
		1	2	3	4	5	10	15	20
Regional Transportation Director	1	68,480	71,903	75,499	79,274	79,274	80,463	81,670	82,895