



EMPLOYEE HANDBOOK

FOR

***ADMINISTRATORS
AND
SUPERVISORS***

Effective as of July 1, 2017

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 Superintendent.

Table of Contents

Definitions	3
Applicability	3
PERSONNEL.....	3
Qualifications for Positions.....	3
Posting Positions.....	3
Individual Contracts	4
<i>Public School Administrator Per MCL 423.201(g):</i>	4
<i>Other Agency Administrators:</i>	4
<i>Non-Administrative Employees:</i>	4
Working Day	5
Health and Medical Conditions.....	5
Personnel File Review.....	5
Personnel File Additions.....	5
Complaints.....	6
Transfers	6
Layoff.....	6
Staff Meetings	6
Attendance at Professional Conferences	6
Employee’s Attendance System	6
Evaluation Procedure.....	7
Problem Solving Process.....	7
Unscheduled School Closings.....	7
Compensation and Fringe Benefits	7
Salaries.....	7
Health Benefits.....	7
<i>Health, Dental, Drug and Vision benefits</i>	7
<i>Alternative Coverage</i>	7
<i>Termination of Insurance Coverage</i>	8
<i>Employment for Less Than a Full Fiscal Year</i>	8
Term Life Insurance.....	8
Workers' Compensation	8
Reimbursement of Mileage and Expenses	8
Reimbursement for Coursework.....	8
Short-Term and Long-Term Disability.....	8
Board Paid 403(b)	9
LEAVES OF ABSENCE	9
<i>Authorized - With Pay</i>	9
Miscellaneous Provision	11
<i>Liability Insurance</i>	11
Appendix 1 – Holidays (15 Total)	12
Appendix 2 - Administrator Employee Group Salary Scales	13

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 those positions noted in Appendix 2.

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 positions become vacant or newly established, the Superintendent shall publicize such positions by announcements and postings.

Individual Contracts

All Administrators covered by this handbook shall be employed under written individual one-year contracts except as noted below:

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 Superintendent.

Public School Administrator Per MCL 423.201(g):

Assignment	Div./ Scale	Must Comply With		
		MCL 380.1229	MCL 380.1246	MCL 380.1249
Executive Director of Early Childhood Services Executive Director of Secondary School Initiatives Executive Director of Special Education Executive Director of Administrative Services Chief Employee Experience Officer & Director of Early Childhood Special Education	1 / 1	Yes	Yes	Yes
Director of Special Education	2/1-2	Yes	Yes	Yes
Assistant Director of Special Education	2/3-5	Yes	Yes	Yes
Finance & Budget Director	3/1-2	Yes	Yes	No

Other Agency Administrators:

Assignment	Div./ Scale	Must Comply With		
		MCL 380.1229	MCL 380.1246	MCL 380.1249
Director of Head Start/GSRP	5/1	Yes	Yes	No
Great Start Collaborative Coordinator	5/2	Yes	Yes	No
Director of Alternative Education Career & Technical Education Coordinator	7/1	Yes	Yes	Yes
Executive Director of Transportation Services	1/1	Yes	No	No

MCL 380.1229 – Employment & Nonrenewal

MCL 380.1246 – Certification Requirements

MCL 380.1249 – Performance Evaluation

Non-Administrative Employees:

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 with

non-administrative employees. 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.

The employment relationship of non-administrative employees covered by this handbook may be terminated with or without cause and with or without notice at any time at the option of either the Employee or the Livingston Educational Service Agency. Therefore, non-administrative 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.

Working Day

The working period under these policies will be the amount of time necessary to carry on tasks in an effective and efficient 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.

All administrators and supervisors are classified as "Exempt" under the Fair Labor Standards Board and compensation schedules are based on 8-hours per day for 255 days, for a total annual work schedule of 2,040 hours.

Holidays shall be considered paid days. A calendar of scheduled holidays is included in Appendix 1.

Health and Medical Conditions

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

Personnel File Review

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

Complaints

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

Transfers

If an employee is interested in being considered for an assignment to another vacant position, the employee may file a written notice of interest with the Superintendent. If the employee 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 employees to positions within the Agency.

Layoff

If the Superintendent determines layoffs for Administrators 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

Employees 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 Agency favors participation by all employees in worthwhile conferences. It is recognized that this is part of professional growth for any employee, subject to budgetary limits.

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 policies.

The Agency will reimburse the employee 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 established laws and Agency policies. A copy of the annual evaluation shall be provided to the employee.
- 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 employee group to discuss items of concern and opportunities for improvement.

Unscheduled School Closings

Should the Employee's worksite be closed due to inclement weather, every reasonable effort will be made to inform the Employee. If the worksite is closed, the Employee is not expected to report for work that day unless directed to report by the Employee's supervisor.

Compensation and Fringe Benefits

Salaries

See Appendix 2 for all approved salary amounts.

Health Benefits

Benefits as outlined below shall not be pro-rated for part-time employees. (Example: a 0.8 FTE employee would be treated as a 1.0 FTE employee for purposes of health, dental, vision, and drug benefits.)

Health, Dental, Drug and Vision benefits

Employees shall be eligible for health, dental (including any dental incentive payment), drug and vision benefits equal to those provided in the LIPSA Agreement. The same eligibility requirements and restrictions as noted in the LIPSA Agreement shall extend to employees in this employee group.

Alternative Coverage

Administrators shall be eligible for alternative coverage benefits equal to those provided in the LIPSA Agreement.

Termination of Insurance Coverage

All Agency-paid Health, Dental and Vision Benefits shall terminate dependent upon carrier agreements, but in no case later than the last day of the month of termination. ~~And~~ Disability and Term Life Insurance benefits shall terminate on the last day of employment.

Employment for Less Than a Full Fiscal Year

Employees 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 employee shall be eligible for an Agency-paid term life insurance policy equal to the amount of the employee's salary. Employees with Agency-paid term life insurance 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.

Workers' Compensation

Employees are covered by Workers' Compensation. All on-the-job accidents, as well as job-incurred injuries, however slight, must be reported promptly.

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. Employees shall be reimbursed for mileage driven in excess of their normal commute.
2. Mileage Rate. Mileage shall be reimbursed at the same rate as the Internal Revenue Service approved rate.

Reimbursement for Coursework

If the Agency requires that an employee take a course, and the employee 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.

Short-Term and Long-Term Disability

The short-term and long-term disability programs provided by the Agency to employees covered by this handbook shall be the same as those offered to members of the LIPSA Union (See Article 19 of the LIPSA Agreement) except as noted below and that the carrier for Long-Term Disability shall be MESSA.

If the pool falls below 25 days Employees shall be permitted to donate sick days, up to a maximum of five (5) days, after which each Employee with more than six (6) years of seniority with the Agency will contribute one (1) additional day of sick leave.

Board Paid 403(b)

Administrators that serve on the Superintendent's Executive Cabinet shall be eligible to receive a Board Paid 403(b) contribution that matches 100% of the individual Administrator's basic contribution (excluding any "catch-up" contributions) to the District's 403(b) plan, up to 6% of "Compensation" as defined in the 403(b) plan.

LEAVES OF ABSENCE

Authorized - With Pay

Sick Leave

Each 12-month Administrator shall be granted 13 (thirteen) 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 employee 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 employee 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 employee shall notify their supervisor 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.
4. 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 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

All employees shall be granted three (3) days per year for personal business. Personal business days must have prior administrative approval. This leave shall be used 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 contract year shall be added to the individual sick leave bank.

Jury Duty

An employee 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 employee 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 employee’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 employee’s employment or in which the Agency is not involved, or where the employee is one of the defendants except in an Agency connected case in which the employee is acquitted.

Bereavement Leave

Each employee 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 employee shall notify their supervisor of his/her impending absence stating the period of leave and where he/she can be contacted.

Vacation

1. Employees shall receive 22 annual vacation days.
2. LESA Administrators & Supervisors shall not be permitted to carry over more than five (5) days of vacation time as of June 30th of each year from the previous year.
 - a. For staff members brought into the Administrator employee group on or after July 1, 2016, the maximum days allowed to be carried over will be as follows:

Fiscal Year	Maximum Days Accrued at June 30
1 st Fiscal Year in Admin. Group	30 days
2 nd Fiscal Year in Admin. Group	Lesser of 22 days, actual accrued days at the end of the 1 st Fiscal Year or actual accrued days at the end of

	the 2 nd Fiscal Year.
3 rd Fiscal Year in Admin. Group	Lesser of 14 days, actual accrued days at the end of the 2 nd Fiscal Year or actual accrued days at the end of the 3 rd Fiscal Year.
4 th Fiscal Year in Admin. Group	Lesser of 5 days, actual accrued days at the end of the 3 rd Fiscal Year or actual accrued days at the end of the 4 th Fiscal Year.

3. Employees may choose to “cash-out” up to 10 days of accrued vacation time at their regular rate of compensation (on an annual basis). Requests should be made to the Executive Director of Administrative Services by June 1st of the current fiscal year and will be paid on the last pay of the fiscal year.
4. Administrators accepting retirement, disability leave, or terminating employment with the Agency prior to the completion of the full contracted year shall have earned vacation days pro-rated.

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 (15 Total)

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. Day before Thanksgiving Day
9. Thanksgiving Day
10. Friday after Thanksgiving Day
11. Christmas Eve
12. Christmas Day
13. Day after Christmas
14. Additional Day after Christmas
15. Additional Day after Christmas

Appendix 2 - Administrator Employee Group Salary Scales

Appendix 2 - Administrator Employee Group Salary Scales

Division 1 - Central Administration	Scale								
Executive Director of Administrative Services	1	\$105,658 - \$118,000							
Executive Director of Early Childhood Services									
Executive Director of Special Education									
Executive Director of Transportation									
Chief Employee Experience Officer & Director of Early Childhood Special Education									
	Scale								
		1							
Executive Director to Superintendent	1	60,000							
Division 2 - Special Education	Scale								
Director of Special Education		1	2	3	4	5	10	15	20
- Masters Degree	1	84,412	88,342	92,455	97,077	101,931	103,461	105,012	106,587
- Educational Specialist & Doctorate	2	87,500	91,573	95,837	100,628	105,658	107,243	108,854	110,486
Assistant Director of Special Education									
- Bachelors Degree	3	69,831	73,325	76,988	80,839	84,878	86,151	87,443	88,756
- Masters Degree	4	72,381	76,000	79,799	83,791	87,980	89,300	90,640	91,998
- Educational Specialist & Doctorate	5	75,020	78,774	82,713	86,849	91,193	92,561	93,948	95,357
Division 3- Finance & Operations	Scale								
Finance & Budget Director w/CPA		1	2	3	4	5	10	15	20
- Bachelors Degree	1	81,200	86,275	90,589	95,119	99,875	101,373	102,894	104,437
- Master's Degree	2	84,245	89,320	93,786	98,475	103,399	104,950	106,524	108,122
Supervisor of Accounting	3	55,000	57,750	60,638	63,670	66,854	67,857	68,875	69,908
Supervisor of Operations	4	60,000							
Division 4 - Human Resources	Scale								
		1							
Supervisor of Human Resources	1	60,000							
Division 5 - Early Childhood	Scale								
		1	2	3	4	5			
Director of Head Start/GSRP	1	58,573	61,691	64,776	68,015	71,416			
Great Start Collaborative Coordinator	2	50,984	53,533	56,210	59,021	61,972			
Division 6- Secondary Education	Scale								
		1							
Director of Secondary School Options	1	92,500							
	Scale								
		1	2	3	4	5			
Career And College Readiness Coordinator	1	50,984	53,533	56,210	59,021	61,972			
CTE Coordinator	2	50,984	53,533	56,210	59,021	61,972			
Division 7- Alternative Education & Adult Educat	Scale								
		1	2	3	4	5			
Director	1	50,984	53,533	56,210	59,021	61,972			
Divison 8 - Transportation	Scale								
		1	2	3					
Supervisor of Transportation	1	60,900	68,000	70,000					
	Scale								
Assoc. Supervisor of Transportation	1	\$42,200 - \$60,000							