



## Employee Handbook

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## Section 1. Definitions

The following terms are defined:

**Agency.** Denotes the Livingston Educational Service Agency

**Board.** Denotes the Livingston Educational Service Agency Board of Education.

**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.

**Employee.** Denotes any person employed in any position defined in Paragraph 2, below.

**Employer.** The term, Employer, denotes the Board, the Superintendent, and their designees.

**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.

**Health and Human Services.** The term, Health and Human Services, denotes the Federal-funding agency commonly known as “Head Start”.

**Michigan Department of Education.** The term, Michigan Department of Education, denotes the State-funding agency commonly known as “Great Start Readiness Program.”

**Part-time Employee.** The term, Part-time Employee, denotes an employee who regularly works less than 30 hours per week

**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.

**Probationary Employee.** The term, Probationary Employee, denotes an employee in the first 90 days of employment

**Superintendent.** The term, Superintendent, denotes the Superintendent of the Livingston Educational Service Agency.

**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

### A. Vacancies.

1. Notice of each vacancy or new position shall be posted on the Agency's website.
2. 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.
3. 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.
4. Each Employee will be notified of the final disposition of his/her application.

### B. Hiring.

1. All hiring procedures are subject to Board policy 3120 – Employment of Professional Staff and 4120 – Employment of Support Staff.
2. The Executive Director for Early Childhood Programs or the Director of Early Childhood Special Education (or their designees) shall conduct all interviews, so as to ensure compliance with the Agency's Pre-Employment and Onboarding Procedures.
3. 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.
4. After reference checks have been completed with at least two of the candidate's former supervisors, recommendations for employment are

submitted via a Personnel Action Request (PAR) to the Executive Director for Administrative Services for a final interview and/or recommendation to the Board.

5. 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 Division 1, 2 and 3 employees hired by the Agency's Board of Education so that the Policy Council can take action as required by the Head Start grant.

#### **C. Physicals, TB Tests, and HBV Vaccine.**

1. 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.
2. Division 1, 2, and 3 employees are required to have a current TB test on file. The employee is responsible for the cost of the TB test.
3. Employees are eligible for reimbursement of the HBV vaccine. Prior approval must be received to qualify for reimbursement.

#### **D. Transfers.**

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

#### **E. 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.
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.

#### **F. Travel & Conference Reimbursement.**

1. 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.
2. Employees that attend full-day conferences without staying overnight qualify for reimbursement of lunch if one is not provided with the event registration.
3. 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.

#### **G. Reimbursement for Supplies & Materials.**

1. 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.

#### **H. Tuition Reimbursement.**

1. Any Division 1, 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.
1. The amount of funding, or reimbursement, provided to each employee is dependent upon the level of available funding and individual request for funds.
2. There are three priorities considered when reviewing applications for Tuition Reimbursement:
  - a. Does the coursework support staff in working towards proper credentials required for the position?
  - b. Does the coursework support staff development in order to provide quality services to children and families?
  - c. Does the coursework support identified staff development/program goals?

#### **I. Performance Evaluation.**

1. 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.

#### J. **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

#### A. **Compensation.**

##### 1. **Salary Schedule.**

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

##### 2. **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.

##### 3. **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.

##### 4. **Holidays.**

Division 1 employees shall receive holiday pay for July 4<sup>th</sup>, Labor Day, Day before Thanksgiving Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve, Christmas Day, Day after Christmas, two (2) Christmas Break Days, New Year's Eve, New Year's Day, Good Friday and Memorial Day.

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

##### 5. **Child Care for Meetings.**

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

#### B. **Fringe Benefits.**

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

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



with the Agency.

**2. 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.

**3. Health, Dental, and Vision benefits.**

- a. Division 1, 2 and 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.
- b. 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.
- c. 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.
- d. 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.

**4. Health benefits.**

- a. The health benefit plan is subject to change as communicated by the Agency.
- b. 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, 2017 are as follows.

c.

Single	2-Person	Family
\$529	\$529	\$529

**5. Dental Benefits.**

- a. The dental benefit plan is subject to change as communicated by the Agency.
- b. The Board shall contribute a maximum monthly amount towards dental benefits for qualified employees as of July 1, 2017 in the amounts noted below:

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

**6. Vision Benefits.**

- a. The vision benefit plan is subject to change as communicated by the Agency.
- b. The Board shall contribute a maximum monthly amount towards vision benefits for qualified employees as of July 1, 2017 in the amounts noted below:

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

**7. Alternative Coverage.**

- a. Any Division 1, 2 or 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:
  - i. Seek an alternate approved IR S transfer to benefits plan or, if such is not possible,
  - ii. Withdraw this provision.

**8. Term Life Insurance.**

- a. Division 1, 2 and 4 Employees are eligible for a \$20,000 term life

insurance policy paid by the Agency, subject to carrier terms. 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.

**9. Long Term Disability.**

- a. Division 1, 2 and 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 calendar days before benefits may be payable.

## Section 5. Work Schedule

**A. Daily Work Schedule.**

Division 1, 2 and 3 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.

Division 4 employee workdays are subject to the Family Service Coordinator Calendar and communications issued by the Director of Early Childhood Special Education to attend mandatory staff in-service and training sessions.

	Days / Year	Hours / Day
<b>Division 1</b>		
Early Childhood Specialist	255	8
Family Services & Enrollment Coordinator	255	8
Health Coordinator	255	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
<b>Division 2</b>		
Lead Teacher	183	7.5
Lead Teacher- Extended Year	203	7.5
Family Advocate	183	7
Family Advocate – Extended Year	203	7
<b>Division 3</b>		
Associate Teacher (w/CDA)	156	7.5
Associate Teacher (w/CDA) - Extended Year	175	7.5
Associate Teacher (No CDA)	156	7.5
Associate Teacher (No CDA) – Extended Year	175	7.5
Food Service Worker	156	7
Preschool Aide	136 - 156	4 - 7
Home Visitor	199	8
<b>Division 4</b>		
Early On Family Service Coordinator	243	8

**B. 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.**

1. Division 1 & 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
2. 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 ([aesoponline.com](http://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.

### A. **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.

**B. Sick Leave – Division 1 & Division 4 Employees.**

1. **Accumulation.** On July 1st each Division 1 & 4 Employee will be credited with thirteen 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.
2. **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 or designee 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.

**C. Sick Leave – Division 2 Employees.**

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

**D. Sick Leave – Division 3 Employees.**

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

#### **E. Personal Business.**

1. 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.
2. Requests for personal business time must be submitted on the appropriate form and have prior administrative approval.
3. 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

#### **F. 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.

#### **G. Bereavement Leave.**

1. When death occurs in an Employee's immediate family (defined as spouse, parent, parent of current spouse, child, brother or sister), the Employee, upon request, will be excused for up to the first five (5) normally scheduled working days immediately following the date of death. If the funeral is scheduled at a later date (defined as more than 10 calendar days after the date of death, but less than 30 calendar days), the Employee, upon written request, can opt to defer up to two (2) of the five (5) normally scheduled working days to attend the funeral. Proof of attendance must be submitted for funerals/memorials scheduled at a later date.
2. An Employee will be excused, upon written request for three (3) days to attend the funeral upon the death of a grandparent, stepparent, stepchild or grandchild. Two (2) additional days may be granted at the discretion of the Superintendent or designee.
3. An Employee will be excused, upon written request, for one (1) day, provided he/she attends the funeral, upon the death of an aunt, uncle, niece, nephew, sister-in-law, brother-in-law.
4. An Employee shall notify the administration of his/her impending absence

stating the period of leave and where he/she can be contacted.

5. An Employee excused from work under this Section shall receive the amount of wages he/she would have earned by working during the straight-time hours on such scheduled days of work for which he/she is excused. Payment shall be made at the Employee's rate of pay, not including premiums, as of his/her last day worked. Time thus paid will not be counted as hours worked for purposes of overtime.

#### H. **Authorized – Without Pay.**

1. **Conditions.** Unless otherwise indicated, the following conditions shall apply to unpaid leaves of absence:
  - a. 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).
  - b. Time spent on an unpaid leave will not be added to the Employee's seniority.
  - c. Requests for unpaid leaves shall be in writing to the Human Resources Supervisor, and must have prior written approval before becoming effective.
  - d. Employees granted unpaid leaves of up to thirty (30) calendar days may retain medical insurance coverage at Board expense.
  - e. 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.
  - f. 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.

**I. Short-Term Leaves.**

When approved by the Executive Director for Administrative Services, short-term leaves without pay may be granted.

- 1. 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).
- 2. Duty with the military reserves or National Guard when such obligations cannot be fulfilled on non-working days.
- 3. Employees granted short-term leaves shall retain their benefits during such leaves and shall be re-employed at the end of such leaves.

**J. Maternity Leaves.**

- 1. An Employee who has a doctor's note stating that he/she is disabled may use accumulated sick time.
- 2. Other requests for sick time to cover maternity leaves should be directed to the Human Resources Supervisor.
- 3. Requests for additional leave time following the birth of a child should be directed to the Human Resources Supervisor.

**K. 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
<b>Division 1</b>									
Early Childhood Specialist	Exempt	1	37,862	39,756	41,743	43,830	46,022	48,323	50,739
Family Services & Enrollment Coordinator	Exempt	2	37,190	39,050	41,003	43,054	45,206	47,466	49,840
Health Coordinator	Exempt	3	39,545	41,427	43,499	45,674	47,958	50,356	52,873
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	26,602	27,932	29,328	30,795	32,334	33,951	35,649
Executive Assistant to the Early Childhood Director	Non-Exempt	6	29,213	30,673	32,207	33,817	35,508	37,284	39,148
<b>Division 2</b>									
Lead Teacher – ZA or ZS Endorsement	Exempt	1	26,174	27,482	28,856	30,299	31,814	33,405	35,075
Lead Teacher – ZA or ZS Endorsement Extended Year	Exempt	1	29,034	30,486	32,010	33,611	35,291	37,056	38,908
Lead Teacher – BA in Early Childhood	Exempt	2	23,127	24,283	25,497	26,772	28,111	29,516	30,992
Lead Teacher – BA in Early Childhood Extended Year	Exempt	2	25,654	26,937	28,284	29,698	31,183	32,742	34,379
Lead Teacher – BA	Exempt	3	21,411	22,482	23,606	24,786	26,025	27,326	28,693
Lead Teacher – BA Extended Year	Exempt	3	23,751	24,939	26,185	27,495	28,869	30,313	31,829
Family Advocate	Exempt	4	24,431	25,652	26,935	28,281	29,695	31,180	32,739
Family Advocate Extended Year	Exempt	4	27,101	28,456	29,878	31,372	32,941	34,588	36,317
<b>Division 3</b>									
Associate Teacher (w/CDA)	Non-Exempt	1	10.68	11.21	11.77	12.36	12.98	13.63	14.31
Associate Teacher (No CDA)* Preschool Aide**	Non-Exempt	2	10.47	10.99	11.54	12.12	12.73	13.36	14.03
Food Service Worker***	Non-Exempt	3	10.1	10.61	11.14	11.69	12.28	12.89	13.53
<b>Division 4</b>									
EarlyOn Family Service Coordinator – 1	Non-Exempt	1	17.01	17.85	18.74	19.68	20.67	N/A	N/A

\* Associate Teacher (No CDA) Substitute paid @ \$10.47/hr.

\*\* Preschool Aide Substitute paid @ \$10.47/hr.

\*\*\* Food Service Worker Substitute paid @ \$10.47/hr.

**Scale and 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 Executive Director for Administrative Services. 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 Executive Director for Administrative Services.*