

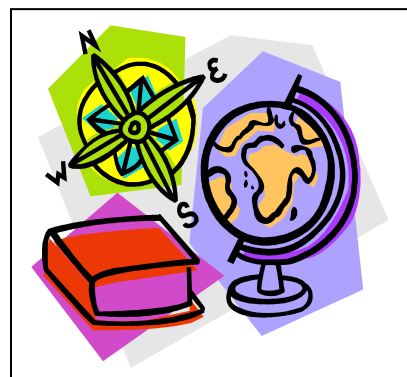
# **STURGIS PUBLIC SCHOOLS**

## **EDUCATIONAL ASSISTANTS**

**2013-2014**

**COVERING:**

**Classroom  
Recess  
Bus  
Lunchroom  
Libraries  
Title I  
Special Education  
Responsibility Room**



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## **CONTACT PERSONNEL**

**Grades K – 2..... (CO)**

**Grades K – 2..... (WZ)**

**Grades K – 2.....Linda Esseltine (WA-JE)**

**Grades 3 – 5 ..... (EW)**

**Middle School .....Elaine Mitchell (MS)**

**High School.....Vicky Folkers (HS)**

# Educational Assistant Wage Schedule

<u>Yrs of Service</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>
0	8.80	8.90	8.90	8.90	8.95
1	9.10	9.20	9.20	9.20	9.25
2	9.40	9.50	9.50	9.50	9.55
3	9.70	9.80	9.80	9.80	9.85
4	10.00	10.10	10.10	10.10	10.15
5	10.30	10.40	10.40	10.40	10.45
6	10.60	10.70	10.70	10.70	10.75
7	10.90	11.00	11.00	11.00	11.05
8	11.20	11.30	11.30	11.30	11.35
9	11.50	11.60	11.60	11.60	11.65
10	11.80	11.90	11.90	11.90	11.95
11	12.10	12.20	12.20	12.20	12.25
12	12.10	12.20	12.20	12.20	12.25
13	12.10	12.20	12.20	12.20	12.25
14	12.10	12.20	12.20	12.20	12.25
15	12.25	12.35	12.35	12.35	12.40
16	12.25	12.35	12.35	12.35	12.40
17	12.25	12.35	12.35	12.35	12.40
18	12.25	12.35	12.35	12.35	12.40
19	12.25	12.35	12.35	12.35	12.40
20	12.45	12.55	12.55	12.55	12.60
21	12.45	12.55	12.55	12.55	12.60
22	12.45	12.55	12.55	12.55	12.60
23	12.45	12.55	12.55	12.55	12.60
24	12.45	12.55	12.55	12.55	12.60
25	12.70	12.80	12.80	12.80	12.85

107. Rate increases for employees become effective on the first payroll/work period preceding the first all staff day, signally the start of the new school year. Employees hired after February 1 each year will not be eligible for an increase until the following year.

b. Years of service will be limited to that experience gained as an employee of the Sturgis Public Schools in consideration of initial placement and step promotion.

c. All new employees shall be probationary employees for a period of sixty working days. During the probationary period the employee will be paid \$0.25 per hour less than the regular rate.

d. Educational Assistants (full, part-time, and/or substitute) that work as substitutes in a secretary position will be paid the greater of \$1.50 per hour less than step 0 of the secretary scale or their regular rate.

e. ESL Eas and SPED EA's required to use sign language will be paid in accordance with the EA wage schedule. Their EA seniority date will not change. However, they will be given credit for their education and experience as follows:

Bilingual – step 2

Two year degree – step 4

Four year degree – step 9

Masters degree = step 11

f. GREAT START and ADULT ED CHILD CARE EA'S will be paid in accordance with the EA wage schedule. Their EA seniority date will not change. However, they will be given credit for their education and experience as follows:

C D A (Child Development Associate) credential – Step 4

g. Braille Interpreter EA's will be paid at \$18.00 per hour.

107. Behavioral Interventionist EA's will be paid at \$18.00 per hour.

## **II. Sick Days**

Upon completion of one year of employment employees will be eligible for sick days at the rate of ten (10) days per year. All absences are to be documented in writing. Sick leave does not accumulate.

## **III. Sick Leave Bank**

At the beginning of each school year a sick leave bank will be established by each member of this group contributing one day of their sick leave to the bank. A member of this group, as designated by the group, will be responsible for administering the bank. Any remaining balance in the bank at the end of the school year (June 30) will be forfeited for the following year. Requests to use pooled sick days will be made to the bank administrator and if approved will be forwarded to the District Office as with other sick leave requests.

Requests to use pooled sick days are limited to once per year. Sick leave days granted from the bank are limited to a maximum of 12 days per school year per person.

## **IV. Personal Business Day**

- a. Amount of Days – Upon completion of one year of employment each employee shall be eligible for two (2) days of personal leave. The second personal day shall be deducted from sick leave. Personal leave does not accumulate.
- b. Use - Personal leave shall be used only for business or personal obligations, which cannot reasonably be scheduled at a time, which does not conflict with the performance of the employee's duties. It shall not be used for other employment, the seeking of other employment, or vacation.

107. Procedure – Each request for personal leave shall be in writing.

- c. Limitations – The Employer shall not be required to grant a leave to any otherwise eligible employee if:
  - 1. The employee has given less than five (5) workday's prior notice, except that a shorter notice may be permitted if the emergency could not have reasonably been foreseen and the longer notice given.
  - 2. A personal leave day may not be used prior to or directly following a school calendar vacation, such as Thanksgiving, Christmas, Holidays, etc. unless prior permission is obtained by the building principal.

3. No more than one Educational Assistant per building may be on personal leave at any one time unless agreed to by the building principal.

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## **V. Bereavement Leave**

A bereavement leave of three (3) paid days will be granted for members of the immediate family (father, mother, father-in-law, mother-in-law, spouse, children, brother or sister, grandparents, grandchildren, or foster family according to the preceding). Up to two (2) unpaid additional days may be requested from your supervisor when circumstances warrant.

Any leave of absence for funerals other than the "immediate family" will be at the discretion of the employer.

## **VI. Holidays**

The following holidays shall be observed:

Labor Day  
Thanksgiving Day and Day Following  
Memorial Day

To qualify for the above holiday pay an employee must either work or be on Board approved paid leave the last scheduled work day before and the first scheduled work day following a holiday. Employees on unpaid leave will not receive holiday pay.

\* \* \* \* \*

Christmas Day  
New Years Day  
All employees will receive Christmas Day unless they are on unpaid leave.  
All employees will receive New Years Day unless they are on unpaid leave.

Any employee with a fixed partial week schedule will receive the % that represents the hours of work to a full week.

## **VII. Retirement**

The Board of Education will pay that portion of state required retirement above the Member Investment Plan (MIP) contribution. The Board of Education will pay the employer share of FICA tax as required by law.

### **VIII. Vacancies**

Vacancies will be posted as they occur. Current employees will have five (5) working days during which to submit a written request for consideration for a particular vacancy.

It will be the responsibility of the employees to review these postings regularly if they are interested in any potential vacancies.

No vacancy will be filled on a permanent basis prior to posting. However, nothing contained herein is a guarantee vacancies will be filled within.

Vacancies will be filled on the basis of:

1. Ability to do the job
2. Seniority

### **107. Staff Reduction**

If staff reductions become necessary, the following will be taken into consideration to determine the reduction:

1. Ability to do the job as determined by the immediate Supervisor or Building Administrator.

107. Seniority in position by administrative unit.

### **107. Mileage**

If a school employee is required to drive his/her own automobile for school business he/she will be reimbursed at the approved IRS mileage rate.

### **XI. Advancement on Schedule**

Advancement of the salary schedule is subject to satisfactory evaluation from the building principal or other appropriate administrator.

### **XII. Health**

After an offer of employment has been made and prior to commencement of



duties all employees must be certified by a physician that they can perform the essential functions of the position with or without reasonable accommodation. Employees may be required to satisfactorily pass an annual physical at the discretion of the employer.

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### **XIII. Policies and Procedures**

All Sturgis Public Schools employees are required to follow the Bylaws and Policies of the Board of Education and the Administrative Guidelines of the School District. These can be located on the SPS website.

GRIEVANCE PROCEDURES  
FOR  
TITLE VI OF CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990  
ELLIOTT-LARSEN CIVIL RIGHTS ACT OF 1977

#### **Section I**

Any person believing that the Sturgis Public School district or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Julie Evans, Assistant Superintendent  
Sturgis Public Schools  
107 W. West Street  
Sturgis, MI 49091  
269-659-1500

#### **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Assistant Superintendent, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, s/he may initiate formal procedures according to the following steps.

##### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the Assistant Superintendent within five (5) business days of receipt of answers to the informal complaint. The Assistant Superintendent shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

##### **Step 2**

A complainant wishing to appeal the written (or Step 1) decision of the Assistant Superintendent may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Assistant Superintendent's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within (10) business days.

##### **Step 3**

If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Education shall be final.

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The local Assistant Superintendent, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Assistant Superintendent's office.

#### **NONDISCRIMINATION STATEMENT**

For information, contact: Julie Evans, Assistant Superintendent  
107 W. West Street Sturgis, MI 49091

☐ Title VI    ☐ Title IX    ☐ Section 504    ☐ Title II    ☐ Elliott-Larson

Address: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

Status of person filing complaint: \_\_\_\_\_ Student \_\_\_\_\_ Employee  
 \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Other

Date Complaint Filed: \_\_\_\_\_

Signature of person receiving complaint: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Complaint Number: \_\_\_\_\_  
 Complaint Authority: \_\_\_\_\_

DISTRIBUTION: 1<sup>ST</sup> copy – Assistant Superintendent  
2<sup>nd</sup> copy – School/Department  
3<sup>rd</sup> copy – Complainant

In compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

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#### **XIV. Employment Practices – Non Discrimination Statement**

In Compliance with the title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, ben denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

For information, contact: Julie Evans, Assistant Superintendent 107 W. West St. Sturgis, MI 49091 (269) 659-1500.

Updated 06/05/2013

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