

# Monroe-Gregg School District



GENERAL INFORMATION AND PROCEDURES  
FOR  
CLASSIFIED STAFF  
AND  
ADMINISTRATIVE EMPLOYEES

Revised & Board Approved 03/12/2018

**GENERAL INFORMATION AND PROCEDURES**  
**APPLYING TO NON-INSTRUCTIONAL EMPLOYEES**

**EMPLOYMENT PROCEDURES:**

The Administration will review applications and make recommendations to the Board of School Trustees to fill vacancies as they occur.

All potential employees are required to complete a criminal background check. Any initial cost must be paid by potential employee. For the mandatory 5 year criminal background check after employment, the corporation will absorb this cost.

**SOCIAL SECURITY:**

All employees of the Old Age and Survivors Insurance Benefit Program.

**TERMINATIONS:**

Non-instructional employees may be dismissed by the Board of School Trustees for unsatisfactory work performance, insubordination, immorality, reduction in force, unsatisfactory attendance or for any reason deemed appropriate.

Terminated employees may request a hearing before the Board of School Trustees to appeal the termination.

**WITHHOLDINGS:**

Withholding of social security taxes will be made according to law and other withholdings will be made pursuant to employee signature.

**CONTRACTS:**

The Monroe-Gregg Board of School Trustees issues no written contracts for employment to non-instructional employees.

**DISCIPLINE PROCEDURES:**

A non-instructional employee may be given warning or reprimands by the Superintendent and may be suspended without pay by the Superintendent for the same reasons that an employee may be terminated (see above).

**PAY:**

Pays are made bi-weekly on every other Friday during the year.

Any salary increases due to years of experience will take effect January 1, following anniversary date (first working day) unless otherwise specified by board action.

Employees are required to use direct deposit.

## OVERTIME

Overtime for hourly non-exempt employees shall be paid at a rate of one and one-half times the employee's regular rate of pay for each hour worked in a workweek in excess of forty (40) physical work hours worked.

Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from a supervisor may be subject to offensive actions.

## FLEXTIME

Flexitime for hourly non-exempt employees shall be used and trued up during the 7 day work week in which it occurred. No more than two hours per week of flexitime will be allowed. Any time over a two hours must be taken as a half day of work and will not be allowed to make up. "Workweek" is defined as a seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m.

Flexitime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who exercise flexitime without prior approval from a supervisor may be subject to offensive action.

## COMPENSATION TIME

Compensation Time for hourly non-exempt and exempt employees is not recognized at the Monroe-Gregg School District.

## 260 DAY ADMINISTRATORS and DIRECTORS

Superintendent  
Corporation Treasurer-Director of Finance  
High School Principal  
Transportation Director  
Athletic Director  
Maintenance Director  
Lead Bus Mechanic  
Outdoor Building & Grounds Director

## 260 DAY CLASSIFIED EMPLOYEES -

Administrative Assistant  
Assistant Corporation Treasurer  
Personnel-Benefits Specialist  
Education Data Specialist  
High School ECA Treasurer  
All Custodial/Maintenance Staff  
Assistant Bus Mechanic  
Athletic Secretary

## 220 – 240 DAY ADMINISTRATORS and DIRECTORS - Do not work school vacations

All Assistant Principals  
Middle School Principal  
Special Education Director  
Elementary Principal  
Alternative School Director

**204 - 220 DAY CERTIFIED & CLASSIFIED EMPLOYEES - Do not work school vacations**

High/Middle School Counselors  
High School Secretary  
Middle School Secretary  
Middle School ECA Treasurer  
Communication-Auditorium Coordinator

**184 - 200 DAY CLASSIFIED EMPLOYEES - Do not work school vacations**

Special Education Secretary  
Elementary Secretary  
Elementary ECA Treasurer  
School Nurse

**180 -183 DAY CLASSIFIED EMPLOYEES - Do not work school vacations**

All Aides  
All Bus Drivers  
In School Suspension  
Guidance Secretary

**NON-TEACHING FRINGE BENEFITS**

**RETIREMENT:** Participation in PERF. Employee contribution is 3% of annual salary. Board contribution 11.2% of annual salary.

**HEALTH INSURANCE:** EMPLOYEES WORKING LESS THAN 29.5 HOURS PER WEEK OR LESS THAN 119.5 HOURS PER MONTH DO NOT QUALIFY FOR HEALTH INSURANCE BENEFITS.

All Administrators and Non Classified Employees qualifying for Health Insurance will be offered the HDHP 2 single plan paying no more than 9.5 percent of the federal poverty level rate. (DETERMINED IN AUGUST OF EACH YEAR) If you choose to elect one of our other plans the following are the corporation contribution breakdowns.

**Corporation Contribution for Employees WORKING 30 HOURS OR MORE PER WEEK OR MORE THAN 120 HOURS PER MONTH**

Single Plan = \$ 4,176.00 per year  
Parent Plan = \$ 6,000.00 per year  
Couple Plan = \$ 7,872.00 per year  
Family Plan = \$10,032.00 per year

(Grandfathered) Bus Drivers hired prior to February 9, 2010  
Corporation Contribution (drivers hired after February 9, 2010 do not meet the 30 hours per week insurance qualification)

Single Plan = \$3,918.00 per year  
Parent Plan = \$3,918.00 per year  
Couple Plan = \$3,918.00 per year  
Family Plan = \$3,918.00 per year

**Certified and Classified Administrators and Directors**

Single Plan = \$ 7,752.00 per year

Parent Plan = \$12,072.00 per year

Couple Plan = \$15,828.00 per year

Family Plan = \$20,160.00 per year

**DENTAL INSURANCE:**

**Corporation Contribution for Employees WORKING 30 HOURS OR MORE PER WEEK OR MORE THAN 120 HOURS PER MONTH**

Single Plan = \$14.17 monthly

Family Plan = \$14.17 monthly

(Grandfathered) Bus Drivers hired prior to February 9, 2010  
Corporation Contribution (drivers hired after February 9, 2010 do not meet the 30 hours per week insurance qualification)

Single Plan = \$14.17 monthly

Family Plan = \$14.17 monthly

**Certified Administrators**

Single Plan = \$1.00 annually

Family Plan = \$1.00 annually

**LIFE INSURANCE:**

Non-Teaching personnel may participate. Corporation pays all except \$1.00 annually.

**DISABILITY INSURANCE:**

Non-Teaching personnel may participate. Corporation pays all except \$1.00 annually.

**SICK LEAVE:**

**All 180 - 240 and 260 Day Employee**

Sick leave, Eight (8) days annually-accumulating to 120 for 180 – 240 day employees.

Sick leave, Ten (10) days annually – accumulating to 120 for 260 day employees.

All employees shall be asked to submit medical documentation upon the third (3) day of consecutive absence.

Annual Buy Down of Leave Days - Beginning with the 2015 calendar year, the new maximum accumulation of Leave Days shall be one hundred and twenty (120) days. If an employee reaches the cap of one hundred and twenty (120) days in any given year, that employee shall also receive the annual allotment of eight/ten (8)/(10) days. Unused leave days will be available to be sold in the Annual Buy Down.

The Board will buy such unused leave days at the end of each calendar year at the rate of forty- five dollars \$45.00 per day for an employee with an unused leave accumulation of more than one hundred and twenty (120) days. No deductions will be made for FICA or any other tax.

The money shall be deposited into the individual employee tax shelter annuity that is currently being used by the Monroe-Gregg School District. Said funds shall be immediately vested.

An employee who leaves the system at the end of a semester, may elect to receive pay of \$45.00 per day for each unused sick leave day, up to one hundred twenty (120) days if he/she has ten (10) years of full-time employment with M-GSD. Note: This provision is not applicable to any employee who is terminated by the Board.

(Board Approved 3/9/2015)

## **ATTENDANCE AND LATENESS POLICY**

It is important that all classified staff employees report to work. The school recognizes that from time to time classified staff employees may be unable to report for work or be unable to work their full workday schedule. In some cases this may result from reasons beyond the control of the classified staff employee. At the same time, the school has an obligation to itself and all classified staff employees to ensure that it meets our educational responsibilities to students. As a result of the classified staff employee's absence, the school's ability to meet these requirements is hampered. Therefore, this "No Fault" policy is designed to assist both classified staff employee and the school in managing attendance in a consistent and equitable manner. **IT SHOULD BE NOTED THAT CONSIDERATION OF EMERGENCIES THAT OCCUR IS INCLUDED IN THE POLICY.**

- **Classified Staff Employee Attendance Policy**  
When a classified staff employee is absent for more than three (3) days, a documented physician's statement shall be required before a classified staff employee can return to work.
- **Classified Staff Employees Notification of Absence or Lateness**  
All classified staff employees are required to call and report their absence on each day of the absence, no later than one (1) hour prior to the start of their assignment. When "calling in" the classified staff employee must call their supervisor. Failure to notify the supervisor of an absence will result in a "No Call/No Show". Failure to notify the supervisor of a tardy will result in an offensive action against the employee. Tardy is defined as arriving eight (8) or more minutes after the established start time. Do not leave a message with another support staff employee.  
In case of an emergency beyond the control of the classified staff employee, the classified staff employee must show evidence, which can be verified by the school.
- **Exceptions**  
A classified staff employee, who shall be absent for any one of the following reasons, must present satisfactory evidence to substantiate their claim for absence.
  - a) Approved Bereavement Leave
  - b) Approved leave of absence for Military Service
  - c) Jury duty or compulsory Court Appearance (excused for only that part of the day at which they are actually in court or in route to and from)
- **Full Time - Classified Staff Employees Attendance Policy**  
As a full time classified staff employee of the school, classified staff employees are expected to report to work each day and on time. The immediate building level administrator will monitor attendance. If attendance becomes a concern, the classified staff employee could receive attendance counseling, based on the discretion of the building level administrator. Poor attendance could lead to termination.  
In the event of a serious illness, resulting in absence from work for more than three (3) consecutive days, a physician's statement shall be required. If a doctor's excuse is not provided, the classified staff employee may not be allowed to return to work until such documentation is provided.  
A classified staff employee who is absent from work for three (3) or more consecutive working days for medical reasons shall be considered on a leave of absence. If the classified staff employee knows they will be absent for three (3) or more days, the classified staff employee must notify their building level administrator and receive approval. This is subject to the leave being approved in advance of the absence or certification that the classified staff employee was unable to return to work due to

medical reasons. The school retains the right to have the absence verified by an independent medical authority of its choosing. This would be considered non-FMLA, depending on the circumstances.

- **Full Time - Classified Staff Employee Notification of Absence or Lateness**

Classified staff employees are required to call and report their absence on each day of absence one (1) hour prior to the start of their workday, unless the classified staff employee is on an approved leave of absence. Tardy is defined as arriving five (5) or more minutes after established start time. When “calling in” the classified staff employee must call their supervisor. Failure to notify the supervisor of a tardy will result in an offensive action against the employee. Failure to notify the supervisor of an absence will result in a “No Call/No Show”. Do not leave a message with another support staff employee.

In case of an emergency beyond the control of the classified staff employee, the classified staff employee must show evidence, which can be verified by the school.

- **Exceptions**

Upon proper notification, absence, tardiness or leaving work early for any of the following reasons shall be excused:

1. Approved Bereavement Leave
2. Approved leave of absence for Military Service
3. Jury duty or compulsory Court Appearance (excused for only that part of the day at which they are actually in court or in route to and from)
4. Approved Medical Leave
5. Approved FMLA, if applicable
6. Work related injury
7. Excused from work due to “lack of work”

Classified staff employees who shall be absent for any one of the foregoing reasons (Numbers 1-4) must present satisfactory evidence to substantiate their claim for the absence. (Note: If due to the classified staff employee’s medical condition and it is not possible to furnish the evidence of the need for medical leave prior to beginning such leave, the evidence must be supplied to the school as soon as reasonably possible).

**Offensive Action:**

Failure to comply with the above attendance and lateness policy will encounter the following warnings and or termination from employment.

1 <sup>st</sup> Offense	Warning Letter
2 <sup>nd</sup> Offense	Letter of Reprimand
3 <sup>rd</sup> Offense	Letter of Termination

- **No Call/No Show**

Failure to report for work without calling or showing up to work shall be considered a voluntary resignation.

**PERSONAL LEAVE:**

Two (2) days annually accumulating to three (3) for 180 – 240 day Employees.

Three (3) days annually accumulating to six (6) for 260 day employees.

At the end of the year, unused personal leave days that exceed the established accumulative balance limit shall

convert to sick days.

**FAMILY DEATH LEAVE:**

As per the master contract with the Teacher's Association, which reads as follows:

(1) Each employee shall be granted six (6) work days of absence after a death in the immediate family. These days need not be used consecutively, but must be used within six (6) months of the death, unless the employee provides written proof that he/she is the executor of the relative's estate, in which case the leave must be used within one (1) calendar year of the death. In the event of a multiple death involving spouse and/or children, two (2) additional days will be allowed.

b) The "immediate family" is interpreted to include spouse, father, mother, step-parents, son, daughter, sister, brother, step-sister, step-brother, grandparent, mother-in-law, father-in-law, grandchildren, and stepchildren, son-in-law and daughter-in-law. These days are above and beyond sick and emergency days.

**MATERNITY LEAVE:**

In accordance with Federal Law, up to one (1) year.

**VACATION:**

Twelve (12) month 260 day employees as follows:

Superintendent	High School Principal
Administrative Assistant	High School ECA Treasurer
Transportation Director	Lead Bus Mechanic
Assistant Corporation Treasurer	Maintenance Director
All Custodial/Maintenance	Corp. Treasurer-Dir. of Finance
Athletic Director	Personnel-Benefits Specialist
Athletic Secretary	Asst. Bus Mechanic
Outdoor Building and Grounds Director	Education Data Specialist

One week of vacation will be awarded upon completion of one full year of employment. Vacation days will be awarded the pay date following the first working day. Thereafter, January 1 shall be designated as the beginning date of the vacation year and shall be awarded as follows:

Two (2) weeks after the second full year of employment.

Three (3) weeks after the fifth full year of employment.

Four (4) weeks after the fifteenth full year of employment

Four (4) weeks after first year of employment for Certified and Classified Administrators.

Vacation days do not accumulate. All vacation time not used by the end of calendar year will be forfeited. Vacation and sick days will be prorated for any employee resigning or terminated from employment mid-year.



**SPRING BREAK:** The Monroe-Gregg School District will exercise a mandatory shutdown during Spring Break. This includes; administrators, custodians and all 260 day employees. Special provisions will be provided for Maintenance, Mechanical and Payroll if work is required. Board approved annual school calendar determines (5/6) days. (Board approved 12/8/2003)

**HOLIDAYS:** Annually for twelve month (260 day) employees as listed:

New Year's	2 days
Great American's Day	1 day
Memorial Day	1 day
July 4th	1 day
Labor Day	1 day
Fall Break	2 days
Thanksgiving	2/3 days
Christmas	2 days

**2 HOUR DELAYS & EARLY RELEASE TIME:**

The Board waives all 2 Hour Delay and Early Release Time for all employees unless required by their immediate Supervisor. (Board approved 3/10/2014)

**NON-STUDENT DAY WORKING HOURS**

Administrators and Directors will determine non-student day working hours. Working hours for when students are not in session may vary. Hour changes will be posted at the main entrance of each building.

**TAX SHELTER ANNUITIES:**

The Board will allow the following tax shelter annuity carriers: Aspire, Equitable, and VALIC. Contact your agent to set-up an annuity.

**VALIC (403 B):**

The Board matches up to 2.00% of base income.

**SECTION 125 PROVISION:**

Provision of Section 125 of the Internal Revenue Code shall be implemented and offered to all employees. Only the tax benefit offered below will be included.

- 1) Employee paid premiums for insurance programs.

**CATASTROPHIC ILLNESS LEAVE BANK:**

Enrollment forms are available at the Superintendent's Office.

For additional information on Policies and Guidelines regarding Fair Labor Standard Act (FLSA), please refer to the District web page at [www.m-gsd.org](http://www.m-gsd.org) or in the Administration Building.

**SUMMARY OF NON-TEACHING WAGES, SALARIES, AND FRINGE BENEFITS**

<b>SUB AIDE</b>	<b>\$50.00 per day</b>
<b>SUB CLERICAL</b>	<b>\$50.00 per day</b>
<b>SUB CUSTODIAN</b>	<b>\$9.00 per hour</b>
<b>SUB TEACHER (HIGHER EDUCATION DEGREE)</b>	<b>\$70.00 per day</b>
<b>SUB TEACHER</b>	<b>\$60.00 per day</b>
<b>DRIVER TRAINING (BUS)</b>	<b>\$12.00 per hour</b>
<b>SUB BUS DRIVER</b>	<b>\$60.00 per day</b>
<b>SUB BUS AIDE</b>	<b>\$20.00 daily</b>
<b>BUS DRIVER - ECA &amp; Field Trips</b>	<b>\$10.00 per hour per trip Minimum of \$25 per trip</b>

**ALL CHANGES OUTSIDE OF THIS HANDBOOK REQUIRE BOARD ACTION.**

## Acknowledgement of Handbook

- I have received a copy of the Classified and Administrative Handbook.
- I have carefully and thoroughly read all policies and procedures.
- I have had an opportunity to have my questions answered with regards to the Classified/Administrative handbook, benefits, insurance options and coverage.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature