



# Employee Handbook

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

*Inquiries regarding non-discrimination policies should be directed to the Superintendent.*

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## Section 1. Introduction

Livingston ESA is in the process of launching a new general education Curriculum and Instruction department with two major areas of focus – early learning (birth to middle school entry) and secondary learning (middle school entry to high school completion). The Early Childhood department is the structural foundation for many of the initiatives that will be taken on in this new area of the Agency.

Appendix C and Appendix D show the new organizational chart for the Curriculum and Instruction department and how you are a part of the overall initiatives in this area. This new structure will allow us to build bridges and create a robust birth to 8-year-old space that honors your contributions in the early years. The Livingston Educational Service Agency has always made early childhood education a top priority and highly values the work that each and every one of you engage in on a daily basis.

This handbook establishes the wages, benefits, and working conditions as well as operating procedures for staff in Early Childhood. It is not an individual employment agreement and does not cover every aspect of an employee's responsibility; however, each employee is expected to follow the all laws, regulations/rules and policies/procedures applicable to the operation of the Agency.

Any questions about employment expectations or responsibilities should be discussed with an employee's supervisor, the Director of GSRP/Head Start or the human resources department. Any matter or concern that involves harassment, bullying, discrimination, or the like should be immediately reported to Teresa Zigman at 517-540-6810 or Doug Haseley at 517-540-6803.

## Section 2. 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 3. 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.

## Section 4. 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 the following prior to being considered for employment:
  - a. The state of Michigan's Department of Licensing and Regulatory Affairs comprehensive Child Care Background Check Program (CCBC) which includes state criminal and sex offender registries, the state child abuse and neglect registry, the National Crime Information Center (run by the FBI), the FBI fingerprint check, and the National Sex Offender Registry (run by the Department of Justice).
  - b. An unprofessional conduct check.
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 for permanent positions 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 Assistant Superintendent 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 Director of GSRP/ Head Start 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. Professional Dress.**

1. Employees should dress appropriately for their assigned work, which typically would include casual attire. Casual attire would include work appropriate jeans (no holes), shirts with words/lettering that is preschool appropriate, tops that have necklines that provide adequate coverage when bending or reaching and closed-toe shoes. Inappropriate attire includes sportswear/yoga pants and clothing (shorts, skirts, dresses, etc.) that exposes the leg more than two inches above the knee. Leggings may be worn under other appropriate clothing.

### **D. 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.

### **E. Transfers.**

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

### **F. 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.

#### **G. 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.

#### **H. 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.

#### **I. 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 GSRP/Head



Start.

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?

#### **J. Professional Learning and Performance Evaluation.**

Employees in Divisions 1, 2 and 3 are required to follow the Early Childhood Professional Learning System Guide as presented at the beginning of the school year.

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.

#### **K. Reduction and Recall.**

1. Reduction. If it is necessary to have a reduction in the number of employees, reductions will be based on seniority, certifications and educational credentials. Reductions will occur until the number of remaining employees corresponds to the number of remaining positions.
2. Recall. Employees meeting the certification and educational credential requirements for available positions will be recalled back on seniority basis as of the date of recall.

#### **L. 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 5 – Compensation and Fringe Benefits

### A. Compensation.

#### 1. Salary Schedule.

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

Division 3 hourly staff members are required to submit timesheets as outlined by the Director of Early Childhood Services at the beginning of each school year.

#### 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 and vision care insurance only if he/she does not receive such dental/vision 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 once eligibility status is achieved and then annually each year during open enrollment. 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 (PA 152). Such amounts are subject to adjustment by the State Treasurer annually.

**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 equal to 80% of the single illustrative rate as established by plan actuaries.

**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 dental benefits for qualified employees equal to 80% of the single illustrative rate as established by plan actuaries.

**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 IRS 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, 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.

#### **10. Worker's Compensation.**

- a. Employees are covered by Workers' Compensation. All on-the-job accidents, as well as job-incurred injuries, however slight, must be reported promptly. Workers' Compensation is coordinated with earned sick time to ensure the consistency of daily wages while earned sick time is available. Accordingly, a portion of earned sick leave will be automatically deducted from the employee's sick bank to supplement approved Workers' Compensation. Once all sick time has been exhausted, the employee is no longer paid through the Agency and is only paid through Workers' Compensation for the period as defined in Michigan Law.

## **Section 6. 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 Director of GSRP/Head Start 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
Mental Health & Disabilities Coordinator	198	8
Family Services & Enrollment Coordinator	255	8
Health Coordinator	255	8
ERSEA Support Specialist/Health Support Specialist	255	8
Executive Assistant to the Director of GSRP / Head Start	255	8
<b>Division 2</b>		
Lead Teacher	181	7.5
Lead Teacher- Extended Year	198	7.5
Social Emotional Support Specialist	181	7.5
Social Emotional Support Specialist - Extended Year	198	7.5
<b>Division 3</b>		
Associate Teacher (w/CDA)	156	7.5
Associate Teacher (w/CDA) - Extended Year	172	7.5
Associate Teacher (No CDA)	156	7.5
Associate Teacher (No CDA) - Extended Year	172	7.5
Food Service Worker	156	7
Preschool Aide	156 - 172	4 - 7
<b>Division 4</b>		
Early On Family Service Coordinator	243	8

## B. School Closings.

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 five (5) 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 7. 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.

### C. Approval.

Requests for vacation time must be submitted on the appropriate form and have prior administrative approval.

## Section 8 – 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 Director of GSRP/Head Start 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

Effective July 1, 2019 the Agency adopted Public Act 338 of 2018, commonly known as the Paid Medical Leave Act ("PMLA"). The first five (5) of sick days (40 hours) allocated will be considered paid medical leave days. Paid Medical Leave (PML) days may be used in 1/4-day blocks for reasons as defined in PA 338 (as amended by PA 369). Staff will be limited to 40 hours of use for circumstances related to paid medical leave on an annual basis.

### 1. Accumulation.

- a. On July 1st each Division 1 & 4 Employee will be credited with thirteen sick leave/PLM 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.
- b. On July 1st each Division 2 employee will be credited with eight (8) sick leave/PML 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.
- c. On July 1<sup>st</sup> each Division 3 employee will be credited with five and a half (5.5) sick leave/PML 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.

Criteria for utilization of the first forty hours of sick leave time shall comply with the PMLA. To ensure full compliance with PMLA, concerns with the denial of PMLA time shall be directed to the Assistant Superintendent of Administrative Services. PMLA time includes, but is not necessarily limited to:

- Physical or mental illness, injury, or health condition of the employee or his or her family member.
- Medical diagnosis, care, or treatment of the employee or employee's family member.
- Preventative care of the employee or his or her family member.
- Closure of the employee's primary workplace by order of a public official due to a public health emergency.
- The care of his or her child whose school or place of care has been closed



- by order of a public official due to a public health emergency.
- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider.
  - Additionally, for domestic violence and sexual assault situations, employees may use PML time for the following:
    - Medical care or psychological or other counseling.
    - Receiving services from a victim services organization.
    - Relocation and obtaining legal services.
    - Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

All sick leave time beginning with the 41st hour shall be used only 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. Personal Business.**

1. Personal business leave shall be used in  $\frac{1}{4}$  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

Division 2 and Division 3 extended school year employees will receive one (1) additional personal business day.

#### D. 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.

#### E. 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.

#### F. **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.

#### **G. Short-Term Leaves.**

When approved by the Assistant Superintendent 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.

#### **H. 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.

#### **I. 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	40,331	42,350	44,472	46,675	49,021	51,449	54,040
Mental Health and Disabilities Coordinator	Exempt	2	31,316	32,884	34,531	36,242	38,159	39,948	41,960
Family Services & Enrollment Coordinator	Exempt	3	39,617	41,596	43,676	45,859	48,144	50,572	53,081
Health Coordinator	Exempt	4	42,106	44,105	46,328	48,654	51,082	53,632	56,304
ERSEA Support Specialist/Health Support	Non-Exempt	5	28,336	29,764	31,232	32,803	34,435	36,169	37,985
Executive Assistant to the Director of GSRP/Head Start	Non-Exempt	6	31,110	32,660	34,292	36,026	37,801	39,698	41,698
<b>Division 2</b>									
Lead Teacher – ZA or ZS Endorsement	Exempt	1	27,571	28,955	30,394	31,915	33,503	35,186	36,938
Lead Teacher – ZA or ZS Endorsement Extended Year	Exempt	1	30,160	31,675	33,249	34,912	36,650	38,491	40,407
Lead Teacher – BA in Early Childhood	Exempt	2	24,354	25,575	26,865	28,209	29,621	31,087	32,648
Lead Teacher – BA in Early Childhood Extended Year	Exempt	2	26,641	27,977	29,388	30,858	32,403	34,007	35,714
Lead Teacher – BA	Exempt	3	22,562	23,675	24,865	26,118	27,422	28,793	30,232
Lead Teacher – BA Extended Year	Exempt	3	24,681	25,898	27,205	28,571	29,997	31,497	33,071
Social Emotional Support	Exempt	4	25,738	27,028	28,372	29,797	31,277	32,838	34,494
Social Emotional Support - Extended Year	Exempt	4	28,661	30,101	31,586	33,175	34,823	36,561	38,402
<b>Division 3</b>									
Associate Teacher (w/CDA)	Non-Exempt	1	11.37	11.94	12.54	13.17	13.82	14.51	15.24
Associate Teacher (No CDA) Preschool Aide, Food Service Worker (including Substitutes)	Non-Exempt	2	11.15	11.71	12.29	12.91	13.56	14.23	14.94
<b>Division 4</b>									
Early On Family Service Coordinator	Non-Exempt	1	17.88	18.76	19.68	20.67	21.72	N/A	N/A

**Scale and Steps:** Employees shall be placed on the salary scale based on a combination of years of experience and job performance. The Assistant Superintendent for Early Learning shall recommend changes in the scale steps to the Assistant Superintendent for Administrative

Services. All scale step changes are subject to Board approval.

**Substitute Lead Teacher Pay.** Associates that substitute as Lead Teachers will receive an hourly rate of \$16.00 for the time spent in the capacity of Lead Teacher in the classroom.

# Appendix B – Calendar of Operations

## Calendar of Operations

2020-2021

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

JUNE 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- = AGENCY CLOSED - ENERGY CONSERVATION, UNPAID STAFF DAY
- = NEW HIRE ORIENTATION
- = CLASSIFIED STAFF OPENING DAY
- = ADMINISTRATIVE STAFF OPENING DAY
- = TRANSPORTATION STAFF OPENING DAY
- = AGENCY CLOSED
- = PAY DATE

## Important Notices

The first paycheck of 2020-21 is July 3rd, 2020.

The Paycheck of January 1, 2021 will be paid on Thursday December 31, 2020.

The Agency Administrative Offices are open during Spring Break.

LESA Student Programs follow the local district calendars covering the district in which the programs are located.

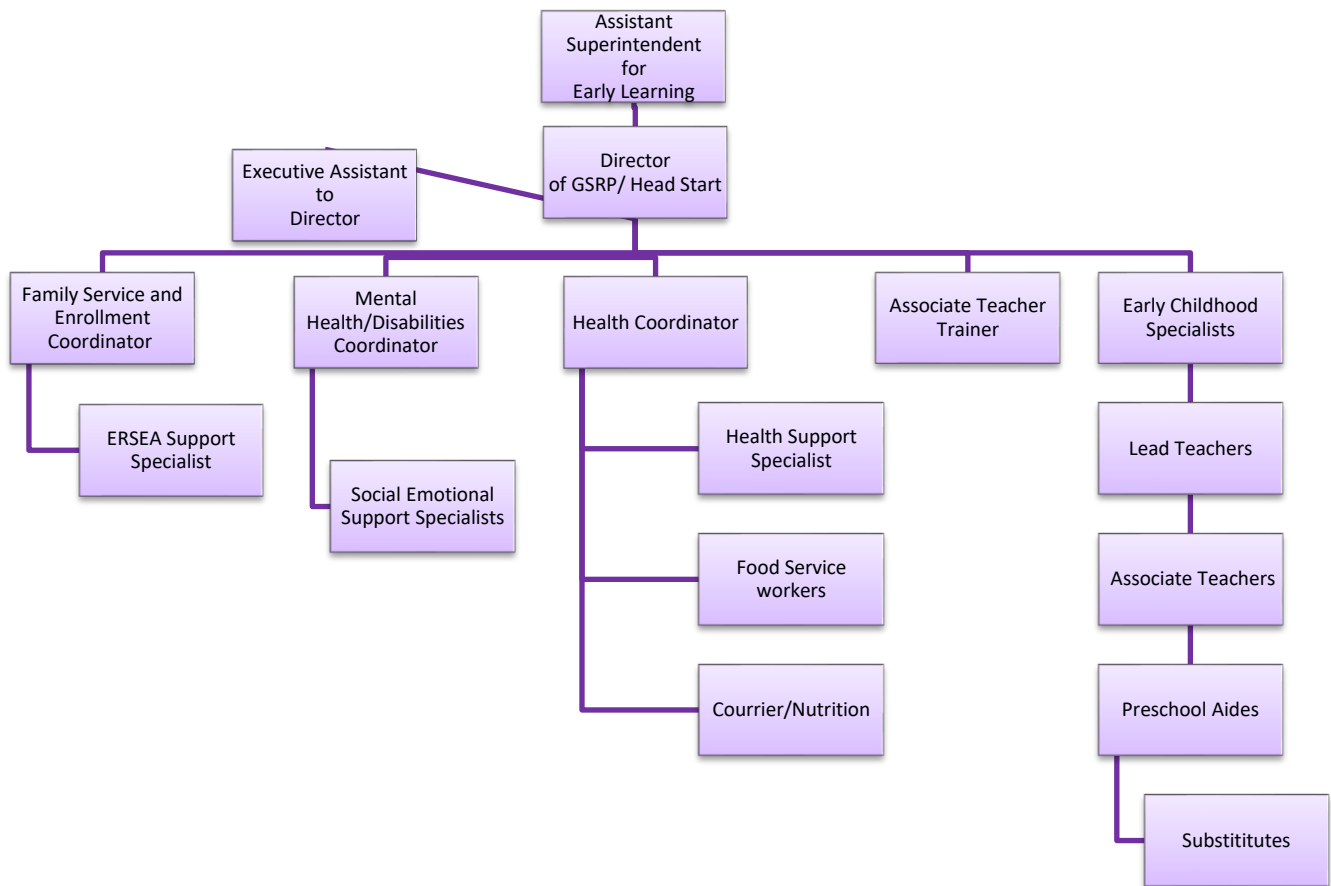
The Education Center is closed on certain days for energy conservation. Those are unpaid days for staff.

Holidays and Observances:					
7/3	Independence Day (Observed)	11/27	Friday After Thanksgiving	12/29	Christmas Break
9/4	Friday Before Labor Day	12/24	Christmas Eve	12/30	New Year's Eve
9/7	Labor Day	12/28	Christmas Day	1/1	New Year's Day
11/25	Day Before Thanksgiving	12/26	Day After Christmas	4/2	Good Friday
11/26	Thanksgiving Day	12/28	Christmas Break	5/31	Memorial Day

May 6, 2020



## Appendix C – Organizational Chart –GSRP/Head Start



# Appendix D – Organizational Chart-Curriculum/Instruction

