



2024-2025

**Handbook
for
Administrative Personnel**

(August 20, 2024)

Mecosta-Osceola Intermediate School District

INTRODUCTION

All Administrators are subject to this *Employee Handbook* as well as all Board of Education Policies, Administrative Regulations, and state and federal law. In the event the provisions of this *Employee Handbook* are inconsistent with Board of Education Policies and Administrative Regulations, the Policies and Administrative Regulations supersede this *Employee Handbook*.

JOB DESCRIPTION /QUALIFICATIONS

The Superintendent/Designee will establish the job description and qualifications for each position.

ADMINISTRATIVE CERTIFICATION

The administrator must have certification and qualifications as prescribed by the Michigan Revised School Code, which includes obtaining six semester hours or 150 District-Provided Professional Development or SCECHs every five years.

EVALUATION

Each administrator will receive, at a minimum, one (1) written job evaluation annually. This evaluation will be written by the Superintendent or the employee's immediate Supervisor and will be placed in the employee's personnel file. The absence of such written documentation will be considered the equivalent of a satisfactory job performance, and the prior year's evaluation rating will be used for recordkeeping purposes.

HOURS OF EMPLOYMENT

Hours of employment and number of work days shall be determined by the Superintendent.

LENGTH OF EMPLOYMENT

The contract year will be from July 1 to June 30. Full-time employees will be contracted for 260 days, **including** vacation and holidays. Other administrative positions contracted to work less than full time will have their schedules set and approved by the Superintendent/immediate Supervisor.

ABSENTEEISM

The employee must go online to app.redroverk12.com to report his/her absences. If the employee leaves the building or his/her regular work site, he/she must notify the Superintendent or his/her Designee.

SICK LEAVE

Full time (260-day employees): thirteen (13) days per year, less than full time shall be prorated. After three consecutive days of sick leave, the Administrator may be required to get a doctor's note to return to work. Upon termination, used but unearned sick days will be deducted from the employee's final paycheck at the employee's daily rate. Sick leave shall be allowed for illness of

the employee, employee's spouse, children, grandchildren, legal dependents, parents (including step-parents and legal guardians, if the employee was raised by a guardian rather than a parent), and parents-in-law.

FMLA absences will follow Board of Education policy and procedures.

PERSONAL DAYS

Three (3) days per year awarded (prorated if hired after July 1). Unused personal leave days may accrue to a maximum of six (6) days as personal leave. Thereafter, said days will convert to additional sick days.

VACATION TIME

260 Day Employees	20 Days (prorated if hired after July 1)
Less than 260 Day Employees	0 Days

Annual vacation time to be earned on a monthly basis. Unearned used vacation will be deducted from the employee's final paycheck upon termination. Vacation time is to be taken at a time that is mutually agreeable between the Superintendent and the Administrator. Unused vacation days will be accrued as sick leave. *Some individual contracts may vary.

BEREAVEMENT

When death occurs in an employee's immediate family, i.e., spouse, child, stepchild, legal dependent, sibling (including step-siblings) or parent (including step-parent and legal guardian, if the employee was raised by a guardian rather than a parent), such employee, upon his or her request, shall be granted a paid leave of absence for up to five (5) working days for each occurrence.

Three (3) days per year shall be granted for each occurrence of the death of other immediate family member(s), such as mother-in-law, father-in-law, sibling-in-law, grandparents (including in-laws) and grandchildren.

One (1) paid bereavement leave day shall be granted in the case of the death of the employee's aunt, uncle, niece, nephew, and student in the employee's current caseload or classroom for each occurrence.

A paid bereavement day will be granted for a death of a person not listed above after consultation with the Superintendent. Paid bereavement leave for a non-listed family member will be limited to one (1) total per school year.

The employee must attend the funeral or memorial service in order to receive the paid leave. Multiple day leaves must be taken continuously and at time of death (cannot be taken intermittently). Exceptions will be allowed if burial is delayed until warmer weather or a memorial is held at a later date. (Example: Death occurs in January, and actual graveside burial does not take place until May, or death occurs in January, cremation takes place, and a formal memorial is held at a later date.) The employee will only be granted one day for the examples listed above (or similar circumstances) and the day will be deducted from the three (3) or five (5) days allowed in contract; these are not additional days. In order to receive these days, they must

be requested at the time of original leave.

It is the intent of this article to allow the employee time to grieve the loss and time to travel to and attend the funeral or memorial service only.

The employee must attend the funeral or memorial service for the above to apply.

In extenuating circumstances, the Superintendent may approve additional bereavement leave, which will be charged against the employee's accumulated sick leave.

INCLEMENT WEATHER

Throughout the school year the Mecosta-Osceola Intermediate School District educational programs may be canceled because of inclement weather. When this situation occurs, all administrators will be expected to report for work.

If severe weather or bad conditions exist at your starting time, you may elect to delay your starting time until conditions are safe and work later. In the event unusual circumstances occur, the employees will call their Supervisor and update him/her on the situation. Failure to show up for work can result in a loss of pay or vacation days.

1. Less than 260 Day Employees:
 - a. Work the contracted/scheduled days. If conditions are too bad to report, substitute another day with communication/approval from the direct Supervisor. Up to three days.
 - b. Or, use any available leave of absence without prior approval (with the exception of sick leave).
2. 260 Day Employees:
 - a. Use any available leave of absence without prior approval (with the exception of sick leave)
 - b. or, if weather/roads are of grave concern, see remote work policy located in Appendix A.

EMERGENCY CLOSING

In the event the office is closed due to inclement weather, the Superintendent/Designee will contact you. No loss of pay will result from the office being closed.

SALARY

Administrative salary recommendations to the Board will be developed according to the following guidelines:

- The base percentage will be one (1) percent less than the difference between the cost of the prior year and current year's teacher settlement.
- The base percentage increase noted above may be adjusted either up or down by the Board based upon individual evaluations of job performance as well as comparative data from surrounding local and ISD districts.

- Merit pay will be provided based on evaluations as follows: One-time payment of \$300 for Effective and \$100 for Developing. In years when an employee is not evaluated, merit pay will be provided based on the prior year's evaluation.

PROFESSIONAL ORGANIZATIONS

The Board of Education will pay the dues to state and national organizations. Some limitations may apply.

CERTIFICATION, ENDORSEMENT, OR DEGREE REIMBURSEMENT

Employees who take classes or training that results in an additional certification, endorsement, or degree may be eligible for reimbursement of such costs provided the following conditions are met:

- 1) The classes or training are pre-approved at least 30 days in advance by the immediate Supervisor prior to the registration for the class or training.
- 2) The classes or training will benefit the employee in their current or future role with the MOISD as determined by administration.
- 3) Each member seeking reimbursement will sign an individual contract with the ISD. The contract will require the employee to work, at least, one year of employment beyond each year of reimbursement.
- 4) Reimbursement is allowed for registration, tuition, and books/materials with appropriate documentation (detailed receipts) submitted.
- 5) Reimbursement for all employees combined within their respective bargaining unit or employee group shall not exceed \$38,000 in any given school year. If all reimbursement requests exceed this amount, then reimbursements will be prorated based on a percentage of total costs applied to the \$38,000 cap.
- 6) A passing score or minimum grade of C (2.0) higher is earned.
- 7) Section 127 of the IRS provides an exemption from an individual's gross income of up to \$5,250.00 of educational assistance (reimbursement) per calendar year (including employer-paid student loan payments) through December 31, 2025. Once \$5,250.00 is exceeded in a calendar year, MOISD is required by the IRS to tax the remaining reimbursement paid.

*The form can be located on the moisd.org website under staff/forms.

MILEAGE

Employees using their own vehicle for school-related business will be reimbursed at the current IRS-authorized mileage rate. Mileage is to be computed from the employee's primary place of work. For work assignments, such as conferences, that are traveled to directly from home, the lesser of the mileage from home or the mileage from the employee's primary place of work is to be used. Please see the examples below.

Situation A:

I live in LeRoy. If I directly go from home to a conference in Traverse City, I can be reimbursed for mileage from my house to TC because it is what I actually drove and it is less than the mileage from MOISD to TC.

Situation B:

I live in LeRoy. If I go directly to a conference in Grand Rapids, I can be reimbursed for the mileage from MOISD to GR because my commuting mileage from LeRoy to MOISD is not reimbursable.

LONGEVITY

Upon completion of seven (7) full-time equated years of experience with the Mecosta-Osceola Intermediate School District, a flat rate of \$1000 shall be added to an individual's annual salary.

Upon completion of ten (10) full-time equated years of experience with the Mecosta-Osceola Intermediate School District, a flat rate of \$2000 shall be added to an individual's annual salary.

Upon completion of fifteen (15) full-time equated years of experience with the Mecosta-Osceola Intermediate School District, a flat rate of \$3600 shall be added to an individual's annual salary.

HOLIDAYS FOR FULL-TIME ADMINISTRATORS

260-Day Employees:

July 4

Labor Day

Wednesday prior to Thanksgiving if part of Common Calendar

Thanksgiving and the day after

Day before Christmas, Christmas Day and day after Christmas

New Year's Day

Monday of Spring Break

Good Friday

Memorial Day

Offices will be closed from the day before Christmas through New Year's Day.

INSURANCE BENEFITS

Health Insurance - The Board will pay for the full employer share allowable under the applicable cap selected pursuant to the publicly funded health insurance contribution act, MCL 15.561 *et seq.*

**Full Benefit Detail and Summaries of Benefits and Coverage are available on the
MOISD Transparency Page:**

<https://www.moisd.org/reports/transparency-reporting/>

PLAN A:

Health:

Priority Health - Priority HSA
(POS) HSA qualified high
deductible health plan.
Deductible deposit made
annually by MOISD

Vision:

National Vision Administrators

Dental: ADN Administrators
Long Term Disability: 100% MOISD Premium Contribution
Life & AD&D: \$100,000 - 100% MOISD Premium Contribution

PLAN B:

For Employees Covered by Other
Qualified Group Health Plan: \$400/month cash in lieu of medical benefits

Vision: National Vision Administrators

Dental: ADN Administrators

Long Term Disability: 100% MOISD Premium Contribution

Life & AD&D: \$100,000 - 100% MOISD Premium Contribution

Insurance benefits may be changed during the contract year at the discretion of the Board of Education.

TRAVEL AND ACCIDENT PLAN

This coverage is provided through MASB by the Board of Education for administrative employees. Plan B offers 24 hours, 365 days, \$125,000.00 AD&D.

JURY DUTY

If an employee is summoned for jury duty and serves, he/she will be paid their normal rate of pay. He/she must provide the compensation check received for jury duty to the Business Office less any mileage received. It may be in the form of a personal check if desired.

UPON RETIREMENT, RESIGNATION, OR VOLUNTARY QUIT FROM MOISD

After ten (10) years of continuous service, each employee shall be reimbursed at the current daily rate of pay for a MOISD substitute teacher for each unused sick day that they have accumulated during their service with the district, up to a maximum of 180 days.

EVENT OF DEATH OF AN EMPLOYEE – With Ten Years of Continuous Service

In the event of the death of an employee who has completed ten (10) years of continuous service with the MOISD, the district will pay the employee's beneficiary at the current daily rate of pay for a MOISD substitute teacher for each day of accumulated unused sick days – not to exceed 180 days.

Appendix A - Remote Work Guidelines

All off-site days must be recorded in Red Rover and must be pre-approved by the employee's Supervisor.

	Maximum Number Remote Work Days	Maximum Number Inclement Weather Remote Work Days	Stipulations	Other Important Information
Administration	260-day Administrators - 15 Non-260-day Administrators - 10	Unlimited Maximum of 6	For Administrators with direct student supervision, remote work is not permissible on days when school is in session. 260-day Administrators have the option of working remotely one day per week during the summer, which would leave five days to be used for the remainder of the calendar year.	(1) When expected, meetings should be attended in person. (2) Inclement weather days do not count toward the total permissible days. (3) If inclement weather days exceed six, less than 260 day administrators will need to take non-work days with an expectation to make days up at the end of the calendar.
Ancillary/Itinerant	6 per semester (12 total)		Through a form/process, Supervisor determines if remote work request is viable. Staff provides tasks and responsibilities to be completed while working remotely. Staff are required to share their calendars with multiple partners, including Supervisor.	In-person attendance at meetings is the default expectation Virtual meetings are acceptable in the event of commonly established practices, i.e., parents attend virtually, space, communication, logistical efficiencies, etc.
Consultants, Coordinators, Coaches	6 per semester (12 total)	Maximum of 6	Through a form/process, Supervisor determines if remote work request is viable. Staff provides tasks and responsibilities to be completed while working remotely. Staff are required to share their calendars with multiple partners, including Supervisor.	In-person attendance at meetings is the default expectation

Administrative Assistants	0	If possible, up to 6		A total of six days are available. After that, Administrative Assistants are to take the day off with the expectation of making it up at the end of the calendar
Business Office	15			In-person attendance at meetings is the default expectation
Technology	0	N/A	N/A	N/A
Teachers	0	N/A	N/A	N/A
Paraprofessionals	0	N/A	N/A	N/A
GSRP/GSC	Instructional Staff - 0 ECS/GSC - 5 days during the summer months			In-person attendance at meetings is the default expectation