

GENERAL CONDITIONS

Non-Affiliated Hourly Employees are employed at the will of the district and have no guarantee of continued employment (day-to-day, month-to-month, or year-to-year). Employees in more than one classification are considered part-time in each. New hourly employees shall serve a probationary period of 60 calendar days. Healthcare and all fringe benefits are effective 1st day of the month following the 60th calendar day probation period for hourly positions. If the employee transfers from another existing NAE position or from a position within MESPA I, II, III, or WEA, the employee must serve a 60-day performance-only probationary period. If the employee currently holds benefits with WSD they will change to the corresponding Non-Affiliated Employee benefits upon transfer into this group. Years of service is based on hired date to Waterford School District with continuous employment.

Employees are expected to maintain good attendance. When absent from work due to unavoidable circumstances, an employee must make a good faith effort to immediately notify his/her supervisor of the reason. If the absence is to continue beyond the first day, the employee must notify his/her supervisor on a daily basis unless otherwise arranged. Absence for three consecutive workdays without notifying the supervisor is considered a voluntary termination.

Employees who worked in the previous school year shall have preference over candidates without such experience if their qualifications and evaluations are suitable for a position that may open at the beginning of a new school year. Since the number of positions changes from year to year, there is no guarantee of employment or number of hours from one school year to another.

NEW POSITIONS & CHANGES TO CURRENT POSITIONS: The Superintendent shall have the authority to approve changes in wages and working conditions of listed positions.

OVERTIME: Overtime may be allowed for hourly NAE employees if pre-approved by the department supervisor.

JURY DUTY: Any employee turning in his/her jury duty paycheck will be paid by the district for his/her normal hours at his/her hourly rate for the scheduled workdays he/she was unable to work.

EMPLOYER PAYMENTS: The Board will pay the employer's portion of workers' compensation coverage and state mandatory retirement contributions. The employee may be responsible for their portion of coverage.

AVERAGING OF HOURS: For purposes of this policy, any time employees are paid for days, such as holidays, vacation days, and approved absences, the hours to be paid will be determined by the supervisor by adding the hours worked for one week and dividing that amount of hours worked in a five day work week to compute the average hours to be paid.

SICK LEAVE DAYS: Allotted sick days will be available at the beginning of the school year. The employee will reimburse unearned paid sick days. Sick leave days shall be used for absences caused by illness or injury. Such days shall be used for personal illness or disabilities, for emergency medical procedures, and for injury or illness to members of the immediate family, household member, or relative. Each sick day is equal to the normal working day of the employee. If absent three (3) or more continuous sick days, or the day before and/or the day after a holiday or vacation period or designated recess, a physician's statement is required. Employees may accumulate sick days to a maximum of 60 days. If all the employee's paid sick days are exhausted, the employee must use vacation or approved absence days if available. In order to receive paid sick days, the employee must be in compensable status. ***It is the responsibility of the employee to enter all absences in the Absence Management system at a minimum of two (2) hours prior to the start of their shift and contact the supervisor of absence immediately***

VACATION DAYS: Allotted vacation days will be available at the beginning of the school year. The employee will reimburse unearned paid vacation time. The appropriate supervisor/principal must approve vacation days in advance. Vacation days are to be used in the school year which they are earned. All unused vacation days will be forfeited. **Employees working less than 12 months must schedule their vacation days on non-student attendance days.** In order to receive paid vacation days, the employee must be in compensable status. ***It is the responsibility of the employee to enter all applicable vacation days in the Absence Management system prior to the day of the absence***

HOLIDAYS: Employees shall receive holiday pay if they work their scheduled workday preceding the holiday and the scheduled workday after the holiday or if the employee is in compensable status. If absent the day before and/or the day after a holiday, a physician's statement is required. The eligible holidays are as follows: Labor Day, Thanksgiving Day, and Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King, Jr., Good Friday, Memorial Day, and 1 floating holiday (**employees working less than 12 months must schedule their floating holiday on non-student attendance days**). Employees who work 12 months shall receive holiday pay for Independence Day.

APPROVED ABSENCE DAYS: Approved absence leave days may be used on scheduled work days only (HOURLY). Approved absence leave days may be used for personal days off (SALARY). Employees must secure approval from the building administrator at least two (2) business days prior to the day(s) being requested except in the case of an emergency. Approved absence leave days cannot be used the day before and/or the day after a holiday. ***Except in the case of an emergency, it is the responsibility of the employee to enter all absences in the Absence Management system at a minimum of two (2) hours prior to the start of their shift***

BEREAVEMENT: An employee shall be allowed up to five (5) paid working days as may be required, as funeral leave days, not deducted from sick leave, for each death in the immediate family; for attending to funeral arrangements and/or attending the funeral. "Immediate family" is designated as a mother, father, step-mother, step-father, mother-in-law, father-in-law, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, spouse, domestic partner, son, daughter, step-son, step-daughter, son-in-law or daughter-in-law of the employee. An employee shall also be allowed up to three (3) paid working days as may be required, as funeral leave days, not deducted from sick leave, for each death of a relative. Relative is defined as any family relation not listed above. ***It is the responsibility of the employee to enter all absences in the Absence Management system at a minimum of two (2) hours prior to the start of their shift***

EMERGENCY CLOSING: When the Board of Education closes school to all students due to inclement weather, employees will not be required to report to work and will receive their normal daily hours if scheduled to work. Student instruction days not worked by employees due to weather or "acts of God", that the District would have to make up to meet the State minimum requirements for pupil instruction as required by MCLA 388.1701 (3) and (4), of the State School Aid Act, as amended by P.A. 239 of 1984, will not be paid if employees were not required to report to work.

INSURANCE BENEFITS

Insurance benefits offered are listed under the "Benefits" section of the specific job classification. If the position offers benefits, it is expressly understood that "dual" coverage is not allowed for medical insurance. An employee or their dependents found to be covered under the district's plan and also another employer's paid medical insurance plan shall reimburse the district the amount of the disclosure.

If the less than 12-month hourly employee elects to have insurance coverage, they are responsible for the two (2) months of summer premiums. If the less than 12-month hourly employee works summer hours, a review of hours worked will take place to determine if enough hours were worked to warrant recalculation.

Note: All employees are able to purchase healthcare under the Affordable Care Act. Please contact the Benefits Department for more information.