

**Administrative Support
Handbook
2022-2023 School Year**

Coverage

This handbook serves to provide procedures and regulations for the Senior Leadership Team. Any areas not covered in this handbook defer to the Employee Handbook for the district. In the event of conflicting language, this handbook supersedes the Employee Handbook.

Definitions

1. Program Director - 12-month position serving in a Central Services or District office.
2. District Administrative Support: 12-month position serving in a Central Services or District office.
3. Confidential Central Services Clerk - 12-month part-time position working in a Central Services office.
4. Program Coordinators: 9-month position serving as a lead person in their role. See school calendar.
5. Campus Administrative Support: 10-month position serving in a campus office.
6. Interpreter: 9-month position working with ELL programs. See school calendar.
7. Full-time is defined as 30 hours or more per week.
8. Part-time is defined as less than 30 hours per week.

Hours & Work Year

1. Program Director and District Administrative Support works 8 hours per day. Confidential Central Services Clerk works less than 30 hours per week. Start and stop times are set based on district needs; a ½ hour is allotted for lunch.
2. Campus Administrative Support hours are determined by Senior Leadership.

Wages & Fringes/Overtime

22-23 Schedule	Start	Step 1	Step 2	10 yrs.	15 yrs.	20 yrs.
Program Director	24.46	24.76	25.96	26.16	26.21	26.26
Conf -12-Mo	21.92	22.22	23.42	23.62	23.67	23.72
Program Coordinator	21.46	21.76	22.96	23.16	23.21	23.26
Conf < 12 Mo	20.74	21.04	22.24	22.44	22.49	22.54
Interpreter	20.44	20.74	21.94	22.14	22.19	22.24
Confidential Central Services Clerk	16.48	16.78	17.98	18.18	18.23	18.28

- After Six (6) month anniversary move to step 1.
- After Eighteen (18) months of satisfactory employment move to step 2.

Longevity Pay: 20¢ per hour after 10 Years
 25¢ per hour after 15 Years
 30¢ per hour after 20 Years

Overtime

Overtime is only available with prior approval of the Senior Leader. Overtime will be at 1½ times the normal rate of pay. Overtime is earned after working more than forty (40) hours/week. The work week begins on Sunday and runs through Saturday.

Holidays

Program Director, District Administrative Support, Confidential Central Services Clerk, and Campus Administrative Support employees will be eligible for holiday pay for the following holidays that occur during their regular work year: New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. Program Director, District Level Administrative Support and Confidential Central Services Clerk employees will be eligible for New Years’ Eve and an additional floating holiday to be used during Christmas break. Program Director, District Level Administrative Support, Confidential Central Services Clerk, and Campus Administrative Support will be eligible for holiday pay for one (1) floating holiday to be taken during Spring Break. In the event that there is no Spring Break in a given year, the floating holiday may be utilized at the employee’s discretion with prior approval from Senior Leadership.

School Breaks/Snow Days

9- and 10-month Administrative Support Staff shall not suffer a loss of income as a result of school being canceled for students. If school is canceled for students and rescheduled for makeup at a later date, they will work the makeup date and be paid at that time. Employees will be paid their regular daily wages for the first three (3) days of school canceled for students and not made up at a later date. If any additional student days are canceled and not scheduled for makeup beyond the three (3) paid non-makeup days, they will have the option to either come to work, if it is safe, on a canceled day, schedule a mutually convenient time to make up any hours missed with their current senior leadership or choose not to work or make up the hours missed and not be paid. Any makeup hours must not result in overtime pay and must be completed on or before June 15th.

Program Director, 12-month District Level Administrative Support and Confidential Central Services Clerk shall receive paid breaks as designated by the District as set forth in the school calendar for teaching staff and students unless otherwise designated by the Superintendent.

Vacations

Program Director and 12-month District Level Administrative Support shall receive twenty (20) days of paid vacation per year. 12-month Confidential Central Services Clerk shall receive ten (10) days of paid vacation per year. The Board will allow the Program Director and District Level Administrative Support to carry over a maximum of twenty (20) days of vacation earned in the current year to the next year and the Confidential Central Services Clerk to carry over a maximum of ten (10) days of vacation earned in the current year. If the carried-over vacation is not taken in the following year, it will be lost. For Program Director, District Level Administrative Support and

Confidential Central Services Clerk with a July 1st start date who quit or retire, are laid off, discharged, or terminated from service, will have their final year of earned vacation prorated for the amount of time worked and will be expected to use all their vacation in their final year of employment or they will lose it. Upon separation, pay-out of unused vacation may be granted by the Superintendent if the District Administrative Support must perform essential duties prior to the expiration of their contract.

Personal Days

Program Director, Administrative Support Staff and Confidential Central Services Clerk shall be entitled to two (2) days of personal leave per year which may be used in quarter, half, or full-day increments, and may accumulate six (6) from prior years for a maximum of eight (8) days.

Sick Leave

Program Director, Administrative Support Staff and Confidential Central Services Clerk are eligible for sick leave with the maximum accumulation of 135 days which may be used in quarter, half, or full-day increments. If the employee schedules a doctor or dental appointment that requires the employee's absence for one (1) hour or less, then no time shall be charged against the employee's sick leave. All employees shall earn fifteen (15) sick days per year.

Return to Work

Program Director, Administrative Support Staff and Confidential Central Services Clerk returning from a leave of absence may be required by the employer to submit a doctor's statement prior to being reassigned to work. The employer will pay the cost of obtaining such a statement except a leave of absence for sickness or injury.

Bereavement Leave

Program Director, Administrative Support Staff and Confidential Central Services Clerk shall be entitled to paid leave to attend funerals of professional colleagues, relatives, friends, or other acquaintances, not to exceed ten (10) days per year.

Family Illness or Injury

Program Director, Administrative Support Staff and Confidential Central Services Clerk shall be granted leave of absence up to six (6) days per year at full pay for illness or injury of any relative or close personal acquaintance.

Jury Duty

Program Director, Administrative Support Staff and Confidential Central Services Clerk required to report or serve jury duty will be granted a paid leave of absence at their regular straight-time hourly rate. The employee will furnish the employer a statement of the compensation received for such jury duty and that amount will be deducted from the employee payroll check. (Mileage and meal reimbursement is not deducted.)

Evaluations

All employees shall have a formal evaluation every year, and more often if the employer determines a need, or the employee requests such evaluations.

Severance Pay

All Program Directors, Administrative Support Staff and Confidential Central Services Clerk who have been employed for a total of ten (10) years will be entitled to receive severance pay at the following rates:

First ten years	\$25.00 per year
Next ten years	\$30.00 per year
After twenty years	\$40.00 per year

The above provisions relating to severance pay do not apply when they are entitled to receive benefits from the long-term disability insurance policy.

Health & Safety

See Employee Handbook for articles on health and safety.

Professional Development

See Employee Handbook for articles on Job Training Programs

Benefit Continuation

The district agrees to provide and pay the premium for the following insurance protection to all full-time Program Directors and Administrative Support employees. Employees new to the district will be covered by the employer-provided insurance the first of the month following the date of employment.

1. In the event that an employee is absent because of illness or injury and has exhausted sick leave accrual, the said benefits shall be available throughout the balance of the employee's employment year.
2. Employees on paid leave shall continue to have Board contributions made according to the levels described below.
3. After the elapse of time specified in 1 above, an employee on non-paid leave may choose to continue their coverage per COBRA guidelines. The cost of such during the leave shall be borne by the employee. The employee will remit payment to the Board in advance of premium(s) due date.

Health

The employer agrees to provide full family coverage (**95% plan**) as currently in force for all Program Directors and Administrative Support Staff who were employed as full-time Program Director or Administrative Support Staff prior to July 1, 2006.

The employer agrees to provide single coverage (**95% plan**) as currently in force for all Program Directors and Administrative Support Staff new to the position of full-time Program Director or Administrative Support Staff after June 30, 2006.

Dental Coverage

The District shall pay for single dental insurance as per the terms of the District's dental insurance program for each full-time Program Director and Administrative Support Employee.

Term Life Insurance

The employer agrees to provide each full-time Program Director and Administrative Support employee with term life insurance that provides a minimum death benefit of \$50,000 as per the terms of the District's term life insurance program.

Long Term Disability

The District shall pay for a disability insurance program that provides 66 2/3% of their monthly earnings as per the terms of the District long term disability program.

Worker's Compensation

Each employee shall be covered by workers' compensation benefits as provided by law.

School Liability

All employees shall be covered by a school financed liability insurance covering job-related performance of duties.

Family Medical Leave Act/Extended Leaves of Absence

The District will comply with the provisions of the Family Medical Leave Act. The District and any Administrative Support employee applying for this unpaid leave under the Family Medical Act shall reduce the specifics of said leave to writing prior to commencement (or as soon as possible in cases of emergency).