



ELK RAPIDS SCHOOLS

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PARAPROFESSIONAL HANDBOOK

2023-2024

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Mission Statement

The mission of Elk Rapids Schools is Developing Lifelong Learners to
Excel in a Diverse Global Community.

ELK RAPIDS SCHOOLS

“Where Excellence is a Tradition!”

Introduction

Board of Education:

| | |
|----------------|-----------------|
| President | Jennifer Brown |
| Vice President | Derek Morton |
| Secretary | Sherry Steffen |
| Treasurer | Darryl Antcliff |
| Trustee | Martha McGuire |
| Trustee | Scott Moore |
| Trustee | Tara Kribs |

Administration – 264-8692

| | |
|------------------------|---------------|
| Superintendent | Bryan McKenna |
| Executive Assistant | Kortni Huron |
| Director of Finance | Laurie McCann |
| Asst. Business Manager | Karen Miller |

Elk Rapids High School - 264-8108

| | |
|--------------------------|----------------|
| Principal | Jack Young |
| Assistant Principal | Brett Graham |
| Athletic Director | Brett Graham |
| Administrative Assistant | Lacey Straight |

Cherryland Middle School - 264-8991

| | |
|--------------------------|-----------------|
| Principal | Josh Haggerty |
| Administrative Assistant | Cheryll Wynkoop |

Lakeland Elementary – 264-8289

| | |
|--------------------------|---------------|
| Principal | Angie Nichols |
| Administrative Assistant | Beth Veeder |

Mill Creek Elementary – 267-9955

| | |
|--------------------------|-----------------|
| Principal | Kimberly Kramer |
| Administrative Assistant | Jenny Pike |

ERS Paraprofessional Employment Guidelines

1. Scheduled hours of work are listed in your position assignment. These are based on estimates from your supervisor/principal. These position assignments may be amended during the year as schedules change.
2. When unable to report for work, an employee must call his immediate supervisor prior to the beginning of the work period. Emergency situations will be considered on an individual basis.
3. Smoking is not permitted on school property, including school vehicles.
4. The consumption or possession of alcoholic beverages on school property is forbidden. Employees presenting themselves for work under the influence of alcohol or with the odor of alcohol on their breath will be subject to immediate discharge.
5. The understanding of Board Policy 4362 is mandatory. This policy pertains to "Harassment of Staff or Applicants." Within this two page policy the area of sexual harassment is also addressed. Violations of the policy will result in suspension, paid or unpaid, up to and including discharge for any District employee.

PARAPROFESSIONAL STAFF BENEFITS

Paid Holidays – all paraprofessional employees

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Christmas Eve
- New Year's Day
- Memorial Day

1. **Physical Examinations**
The Board may require any paraprofessional employee to submit to a physical and/or psychological or psychiatric examination at any time, such examination is by special request of the Board.
2. **Sick Leave**
If a staff member becomes ill and cannot work, the employee must call the building administrative assistant. A substitute will be arranged.
Sick leave shall be granted to paraprofessional employees in the following circumstances:
 - Personal illness
 - Physical incapacity to work
 - When the employee's presence in the school might be detrimental to the

welfare or health of the students or fellow workers, as certified by a doctor.

- Illness in the immediate family
Immediate family is defined as spouse, parent(s), children, or for doctor's appointments.
- Accumulation to 200 days for 2023-2024
- Sick leave shall be granted on the basis of one (1) day per month of employment or a maximum of ten per year.

3. **Family Medical Leave Act**

Per Federal Law and Board Policy 4430, employees working 1,250 hours or more during any contract year are eligible to elect leave under the FMLA. An application must be made that shows an employee's eligibility per the FMLA rules (detailed in the Board Policy).

4. **Personal Business**

Paraprofessional employees shall be allowed two days per year for personal business. Requests for this leave shall be submitted to the principal or supervisor in advance for approval. Such leave shall be for business reasons only that cannot be transacted other than on working days; nor shall such leave be granted for recreational purposes. Leave prior to or following vacations shall not be granted except with the approval of the Superintendent of Schools. Personal Business days will accumulate and carry over to the next school year, up to five days. Days beyond five will be converted to sick days. Personal days are equal to the average daily hours worked by the employee.

5. **Bereavement**

An employee shall be allowed up to five (5) days off, with pay, for bereavement leave for a death in the immediate family. Immediate family shall be defined as follows: husband, wife, mother, father, brother, sister, children, grandparent, father and mother-in-law, grandparent-in-law and siblings-in-law. Requests are to be made to the employee's immediate supervisor at least two (2) days in advance of the requested day(s) of leave when possible.

6. **"Act of God Days"**

Employees will be paid for up to six (6) "Act of God" days. Days added to the instructional year because of the "Act of God" days beyond five, will be paid to the employee upon completion of the work performed. An "Act of God" day's number of hours paid will be equal to the number of hours that would have been worked that day.

7. **Payroll Deductions**

Payroll is direct deposit for all employees. Contact the payroll department at the Superintendent's office for details. MIP is a Michigan School Employees Retirement Plan. A MIP deduction is deducted from your paycheck every pay. This is computed as a percentage of your biweekly wages. This goes into your MIP retirement account for use when you decide to retire. Ten years of service are required to become fully vested for retirement benefits. You can go to <https://www.michigan.gov/ors> to obtain a MI Account to receive retirement information or update information.

8. **Dependant Care and 403(b) Plan**
A 403-B plan is available to all paraprofessionals. Contact the payroll department in the Superintendent's office if you are interested. A dependent care flexible spending plan is also an option. You can speak with the payroll department if you are interested.
9. **Lunch Break**
Non-paid, duty free lunch break shall be 30 minutes.
10. **Severance Pay**
The employee's severance pay shall be based on one-half (1/2) of the employee's regular daily base pay when they terminate their employment for each day of accumulated sick leave, not to exceed \$1,500. In case of death, accumulated sick leave to a maximum of \$1,500 shall be paid to the employee's beneficiary.
To qualify for severance pay:
 - The employee must have been employed in the Elk Rapids Schools for a minimum of 10 consecutive years.
 - The employee must resign for the purpose of retirement from the Elk Rapids Schools.
 - Employees terminated at the district's direction will not be eligible for severance pay.
 - The employee shall notify the Superintendent of Schools prior to **March 15** of the year of his/her intention to retire or resign at the end of the school year.
11. **Jury Duty**
A paraprofessional employee called for jury duty shall be compensated for the difference between the employee's pay and the pay received for the performance of such obligations. Time lost is not deducted from any accumulated leave time.
12. **Health Insurance**
District will provide employee only (no spouse or dependent coverage) health insurance for any paraprofessional that works 30 or more hours per week.. The employee will be responsible for paying the cost of such coverage that exceeds the annual amount of the State's hard cap. The annual amount will be deducted evenly each pay period.
13. **HIPAA**
Board Policy 4419.02 explains the District's commitment to complying with the HIPAA (Health Insurance Portability and Accountability Act) Privacy Rules. The District has created procedures to protect your private health information. See the Central Office for further details and/or to offer suggestions.
14. **Pre-Tax Medical Flexible Spending Plan**
The District has established a Medical FSP for eligible District employees that allows payroll deductions into an account for out-of-pocket medical/dental/vision costs. These payroll deductions are exempt from Federal, State and Social Security taxes. Other than upon hire, **enrollment may only occur in December** and covers the following: January 1st through December 31st.
15. **Summer Pay Rates**
Paraprofessionals typically are hired for and assigned to duties that fall within the

September to June school cycle. Elective summer assignments do arise with some of the District's programs. An employee who elects to accept a summer assignment will be paid the rate that is offered, not their regular wage rate. These rates follow the step schedule (i.e. a second summer working the same assignment will receive the step 2 rate).

16. **Leaves**

Leaves of absence for not less than one (1) year may be granted by the Board or its designee without loss of seniority. The Board hereby agrees to full compliance with all provisions of the Family Medical Leave Act.

17. **Tuition Assistance**

Paraprofessionals shall receive tuition reimbursement if all of the following conditions are met:

- Current work schedule averages 27.5 hours or more per week.
- Employment with the District has been continuous for at least 36 consecutive months.
- All semester hours for reimbursement must be in an approved program in an education related field; said program to be on file in the Superintendent's office, or have the prior approval of the Superintendent for course work outside of the approved program.
- All semester hours for reimbursement must be taken through a college or university accredited by the North Central Association, or a sister agency, or a college or university recognized by them.
- All semester hours for reimbursement must have a grade of "B" or better. ***Report cards and/or transcripts must accompany the reimbursement request.***
- Each course taken must be pre-approved by the superintendent in a documented manner.

This Tuition Assistance Program is limited to a maximum of \$600 per school fiscal year (July 1 through June 30). The reimbursement only applies to tuition costs. Course fees, books, supplies and other incidental costs are not eligible. There is no prorated assistance available for those with schedules averaging less than 30 hours per week.

ADDITIONAL INFORMATION

Conference days, open house, half day attendance to be determined by the building principal. Prior approval for additional hours (overtime) must be secured, in writing, from the superintendent.

Evaluations given annually per Board of Education policy/administrative guidelines 4220. Violation of the following will result in immediate discharge. (This is not intended to be an exhaustive list of reasons for dismissal).

- Chronic absenteeism or tardiness.
- Use or unlawful possession of narcotics.
- Unlawful possession of a firearm or other legal weapon on school property.
- Unauthorized removal of school district property from the premises.
- Intoxication on duty.
- Willful destruction of school district property.
- Fighting or assault on another person on school district property.
- Persistent violation of policies, regulations, or laws.
- Neglect of duty.
- Any action that would or could result in an unsafe situation for the students involved.

PAY SCHEDULE

| Step | 2023-2024 |
|------------------------|-----------|
| 1 | 12.82 |
| 2 | 13.45 |
| 3 | 14.13 |
| 4 | 14.83 |
| 5 | 15.58 |
| 6 | 16.37 |
| 7 | 16.53 |
| 8 | 16.53 |
| 9 | 16.53 |
| 10 | 16.53 |
| 11 | 16.63 |
| 12 | 16.63 |
| 13 | 16.63 |
| 14 | 16.63 |
| 15 | 16.63 |
| | |
| Grandfathered | 18.68 |
| Grandfathered w/degree | 19.18 |
| Longevity | |
| | |
| 7 to 10 years | .16 |
| 11 to 15 years | .25 |
| 16+ | .33 |
| Grandfathered | .37 |

