



**2024-2025**

**Handbook for Non-Administrative Staff**

**(August 20, 2024)**

**Mecosta-Osceola  
Intermediate School District**

## **Non-Administrative Staff Covered by this Handbook**

Maintenance and Custodial Positions

Administrative Assistants, Receptionist, and Business Office Professionals

### Special Education

Title I

Transition Coordinator

GED Coordinator

School Nurse

Ed Center Behavior Support

Technical Assistance/LRE Coach

Behavior Supports Coordinator

### CTE

CTE Paraeducators

Career Services Coordinator

Student Services Coordinator

### Instructional Services

Early On Home Visitor

GSRP

- Lead Teachers
- Associate Teachers
- Aides
- Early Childhood Specialist
- Great Start Collaborative Coordinator
- Great Start Collaborative Parent Liaison
- Early Childhood Contact
- Family Engagement Specialist

Early On Coordinator/Supervisor

Content Area Coaches

Behavior Coach

### Technology/Pupil Accounting

Truancy Officer

Lead Computer Technician

Computer Technician I

Computer Technician II

Computer Technician III

Network Engineer

Pupil Accounting Specialist

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## **INTRODUCTION**

All Non-Administrative Staff 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.

## **GENERAL EXPECTATIONS OF ALL STAFF**

At all times, staff are expected to represent and support the Mission, Vision, and Core Values of the MOISD, including the following:

- Positive Attitude
- Dependable
- Professional
- Appropriate Attire
- Cooperative
- Discrete
- Loyal
- Supportive

## **PROBATION**

All new employees will serve a ninety (90) calendar day probationary period.

## **EVALUATION**

Each employee will receive, at a minimum, one (1) written job evaluation every other year. This evaluation will be written by his/her immediate Supervisor and will be placed in the employee's personnel file. The absence of an evaluation will be considered the equivalent of an effective job performance, and the prior year's evaluation rating will be used for recordkeeping purposes.

## **ASSIGNMENT/TRANSFER**

Employees are subject to assignment and transfer at the discretion of the Superintendent/Designee after the employee and his/her Supervisor have been consulted.

## **CUSTODIAL & MAINTENANCE POSITIONS**

Full time: eight (8) hours per day. Less than full time benefits will be prorated. All positions are for 12 months, 260 days for 8 hours per day, unless otherwise contracted.

## **CTE PARAEDUCATOR POSITIONS**

Position is for 183 days per year, 6 hours per day from 8:00 a.m. to 3:00 p.m. with unpaid lunch. Some positions may vary.

## **ABSENCES**

The employee must go online to [app.redroverk12.com](http://app.redroverk12.com) to record his/her absences. If the employee leaves the building or his/her regular work site, he/she must notify his/her immediate Supervisor.

Annual attendance information from Red Rover may be attached to an employee's year-end evaluation.

## **SICK LEAVE**

Full time (260-day employees): thirteen (13) days per year, less than full time shall be prorated. Upon termination, used but unearned sick days will be deducted from the employee's final paycheck at the 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) per year awarded for 260-day employees. Two (2) per year for less than 260-day employees. For less than 260-day employees, personal days are not to be used contiguous to holidays without approval of a Special Request for Personal Leave form. Unused personal leave days can accrue to a maximum of six (6) days as personal leave. Thereafter, unused personal leave days will convert to additional sick days. Upon termination, used but unearned personal days will be deducted from the employee's final paycheck at the daily rate.

## **VACATION TIME FOR FULL-TIME (260-day) EMPLOYEES**

Twenty (20) vacation days are awarded as of July 1 of each year.

Unused vacation days will be accrued as sick leave. \*Some individual contracts may vary.

Upon termination, used but unearned vacation time (prorated) will be deducted from the employee's final paycheck at the daily rate.

## **LEAVE WITHOUT PAY**

Leave without pay must be requested in writing by submitting the form to be approved by the Superintendent or his/her Designee. All employees will reimburse the district for the cost of their fringe benefits through payroll deduction during leave without pay.

## **OVERTIME COMPENSATION**

Compensation for work beyond the regular work day requires the Superintendent's (or Designee's) approval in advance.

## **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 leave day will be granted for the death of a person not listed above after consultation with the Superintendent. Paid bereavement 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 contiguously 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.) 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; 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 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 (183-day school year positions excluded)**

Throughout the school year MOISD programs may be canceled because of inclement weather. When this situation occurs, employees 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 them on the situation. Failure to show up for work can result in a loss of pay or accrued leave day(s).

Less than 260 Day Employees:

- 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.
- Or, use accrued leave (with exception of sick leave) without prior approval (must communicate to direct Supervisor)
- Report to work for the first six (6) days that school is closed. After reporting to work for six (6) closed days, do not report to work when school is closed. These days may be added on to the end of the school year to make up for inclement weather days.

260 Day Employees:

- Use any available leave of absence without prior approval (with the exception of sick leave)
- Or, if weather/roads are of grave concern, please see remote work policy in Appendix A.

### **EMERGENCY CLOSING (183-day school year positions excluded)**

In the event the MOISD is closed due to inclement weather, an administrator will contact you. No loss of pay will result from the office being closed.

### **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 main 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.

**TERMINATION BENEFIT**

After completion of a minimum of ten (10) consecutive years with MOISD, upon termination, retirement or death, accumulated unused sick leave shall be paid at the rate of \$50 per day. Upon death, the amount due will be paid to the employee's designated beneficiary.

**MERIT PAY**

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.

**PAID HOLIDAYS**

260-day employees:

July 4

Labor Day

Day before Thanksgiving if part of the Common Calendar

Thanksgiving Day and the day after

Day before Christmas, Christmas Day, the 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.

Less than 260-day employees\*:

Labor Day, Thanksgiving Day & the day following, the day before Christmas, Christmas Day, New Year's Day, Good Friday and Memorial Day.

\*GSRP Aides do not receive pay for Memorial Day or Labor Day.

## **JURY DUTY**

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

## **CERTIFICATION, ENDORSEMENT, OR DEGREE REIMBURSEMENT**

Employees who take classes or training resulting in an additional certification, endorsement, or degree may be eligible for reimbursement of registration fees, tuition, and books/materials 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 registration for the class/training. The request form can be located on the MOISD website under staff/forms.
2. The classes or training will benefit the employee in their current or future role with the MOISD as determined by administration.
3. Each employee seeking reimbursement will sign an individual contract with MOISD. The contract will require the employee to work at least one year of employment beyond each year of reimbursement.
4. A passing score or minimum grade of C (2.0) or higher is earned.
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. 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.

## **PRORATION OF BENEFITS**

All employee benefits will be prorated for less than full-time (260-day) positions. Benefits are accrued on a monthly basis. Individual contracts may vary.

## **SALARIES, WAGES, AND BENEFITS**

Unless noted for specific employee groups on the following pages, salaries, wages, and benefits are as determined by administration and/or listed in the posting for the position and/or on individual contracts. Annual changes in salary and benefits will be the same as non-affiliated or union agreements.

All salaries, wages, and benefits will be prorated for employees who work less than full time.



Benefits are earned on a monthly basis.

**ADMINISTRATIVE ASSISTANTS and BUSINESS OFFICE PROFESSIONALS**

**WAGES**

| Secretary / Receptionist |         | Business Office / Executive Secretary* |         |
|--------------------------|---------|--|---------|
| STEP                     | 2024-25 | STEP                                   | 2024-25 |
| 1                        | 19.42   | 1                                      | 21.71   |
| 2                        | 20.00   | 2                                      | 22.76   |
| 3                        | 20.68   | 3                                      | 23.86   |
| 4                        | 21.55   | 4                                      | 24.92   |
| 5                        | 22.42   | 5                                      | 25.98   |
| 6                        | 23.06   | 6                                      | 27.06   |
| 7                        | 23.88   | 7                                      | 28.03   |
| 8                        | 24.78   | 8                                      | 29.20   |
| 9                        | 25.86   | 9                                      | 30.28   |
| 10                       | 27.05   | 10                                     | 31.50   |

*\*Secretary to Superintendent equal to Executive Secretary plus 10%*

A Secretary/Receptionist may receive a pay rate equal to the average of the two pay scales listed above if they obtain a degree in a related field after their hire date, achieve a certification from a recognized state school organization or perform business office or executive secretary duties on a regular basis as determined by their Supervisor and approved by the Assistant Superintendent (for example: an employee meeting these requirements who is on step 5 would receive \$23.10, an average of the \$21.40 rate for Secretary/Receptionist and the \$24.80 rate for Business Office/Executive Secretary).

**LONGEVITY**

Upon completion of seven (7) years of full-time equated experience with the Mecosta-Osceola Intermediate School District, a flat rate of \$1,000 shall be paid annually, in equal bi-weekly installments, if a 12-month employee. If less than a 12-month employee, amount shall be prorated.

Upon completion of ten (10) years of full-time equated experience with the Mecosta-Osceola Intermediate School District, a flat rate of \$2,000 shall be paid annually, in equal bi-weekly installments, if a 12-month employee. If less than a 12-month employee, amount shall be prorated.

Upon completion of fifteen (15) years of full-time equated experience with the Mecosta-Osceola Intermediate School District, a flat rate of \$3,600 shall be paid annually, in equal bi-weekly installments, if a 12-month employee. If less than a 12-month employee, amount shall be prorated.

**INSURANCE BENEFITS**

Health Insurance - The employer agrees to pay an annual premium for medical insurance of no more than the employer cap according to the terms of Public Act 152 on behalf of each employee.

**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:**

|                       |   |
|-----------------------|---|
| Medical/RX:           | Western Michigan Health Insurance Pool –<br>Priority Health HSA qualified high deductible<br>health plan<br>Deductible deposit made annually by MOISD |
| Vision:               | National Vision Administrators  |
| Dental:               | ADN Administrators  |
| Long Term Disability: | 100% MOISD Premium Contribution   |
| Life & AD&D:          | \$35,000 - 100% MOISD Premium Contribution  |

**PLAN B:**

|  |  |
|--|--|
| For Employees Covered by Other<br>Qualified Group Health Plan: | \$400 monthly cash in lieu of medical      |
| Vision:  | National Vision Administrators             |
| Dental:  | ADN Administrators                         |
| Long Term Disability:  | 100% MOISD Premium Contribution            |
| Life & AD&D:   | \$35,000 - 100% MOISD Premium Contribution |

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

## CUSTODIAL and MAINTENANCE POSITIONS

### WAGES

| STEP   | 2024-25<br>CUSTODIAL | 2024-25<br>MAINTENANCE |
|--|----------------------|------------------------|
| 1  | 16.34                | 17.98                  |
| 2  | 17.17                | 18.89                  |
| 3  | 18.68                | 20.54                  |
| 4  | 19.38                | 21.32                  |
| 5  | 20.11                | 22.12                  |
| 6  | 20.65                | 22.71                  |
| 7  | 21.39                | 23.53                  |
| 8  | 22.06                | 24.27                  |
| 9  | 22.95                | 25.24                  |
| 10   | 23.98                | 26.38                  |
| \$2,000 Off-Schedule Payment Paid in<br>December |                      |                        |

### LONGEVITY

Upon completion of seven (7) years of full-time equated experience with the Mecosta-Osceola Intermediate School District a rate of \$500 shall be paid annually, in equal bi-weekly installments.

Upon completion of ten (10) years of full-time equated experience with the Mecosta-Osceola Intermediate School District a rate of \$750 shall be paid annually, in equal bi-weekly installments.

Upon completion of fifteen (15) years of full-time equated experience with the Mecosta-Osceola Intermediate School District, a rate of \$1,500 shall be paid annually, in equal bi-weekly installments.

### INSURANCE BENEFITS

Health Insurance - The employer agrees to pay an annual premium for medical insurance of no more than the employer cap according to the terms of Public Act 152 on behalf of each employee.

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

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**PLAN A:**

|                       |   |
|-----------------------|---|
| Medical/RX:           | Western Michigan Health Insurance Pool -<br>Priority Health HSA qualified high deductible<br>health plan<br>Deductible deposit made annually by MOISD |
| Vision:               | National Vision Administrators  |
| Dental:               | ADN Administrators  |
| Long Term Disability: | 100% MOISD Premium Contribution   |
| Life & AD&D:          | \$35,000 - 100% MOISD Premium Contribution  |

**PLAN B:**

|   |  |
|---|--|
| For Employees Covered by Other<br>Qualified Group Medical Plan: | \$400 monthly cash in lieu of medical      |
| Vision:   | National Vision Administrators             |
| Dental:   | ADN Administrators                         |
| Long Term Disability:   | 100% MOISD Premium Contribution            |
| Life & AD&D:  | \$35,000 - 100% MOISD Premium Contribution |

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

## CTE PARAEDUCATORS

### WAGES

| Starting                                      | Second Year | Third Year |
|---|-------------|------------|
| \$ 18.96                                      | \$ 20.30    | \$ 21.64   |
| \$2,000 Off-Schedule Payment Paid in December |             |            |

### LONGEVITY

Upon completion of seven (7) consecutive years of service with the Mecosta-Osceola Intermediate School District, a flat rate of \$500 shall be paid annually in November.

Upon completion of ten (10) consecutive years of service with the Mecosta-Osceola Intermediate School District, a flat rate of \$1,000 shall be paid annually in November.

Upon completion of fifteen (15) consecutive years of service with the Mecosta-Osceola Intermediate School District, a flat rate of \$1,500 shall be paid annually in November.

Upon completion of twenty (20) consecutive years of service with the Mecosta-Osceola Intermediate School District, a flat rate of \$1,800 shall be paid annually in November.

### INSURANCE BENEFITS

Health Insurance - The employer agrees to pay an annual premium for medical insurance of no more than the employer cap according to the terms of Public Act 152 on behalf of each employee.

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

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### PLAN A:

Medical/RX:

Western Michigan Health Insurance Pool -  
Priority Health 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:          | \$30,000 - 100% MOISD Premium Contribution |

**PLAN B:**

|   |  |
|---|--|
| For Employees Covered by Other<br>Qualified Group Medical Plan: | \$400 monthly cash in lieu of medical      |
| Vision:   | National Vision Administrators             |
| Dental:   | ADN Administrators                         |
| Long Term Disability:   | 100% MOISD Premium Contribution            |
| Life & AD&D:  | \$30,000 - 100% MOISD Premium Contribution |

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

## 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.  
Remote work is, in general, not permitted on Professional Development days.

|   | Maximum Number Remote Work Days                                    | Maximum Number Inclement Weather Remote Work Days | Stipulations  | Other Important Information   |
|---|--|---|---|---|
| <b>Administration</b>                     | 260-day Administrators - 15<br><br>Non-260 day Administrators - 10 | Unlimited<br><br>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.<br>(2) Inclement weather days do not count toward the total permissible days.<br>(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. |
| <b>Ancillary/Itinerant</b>                | 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<br><br>Virtual meetings are acceptable in the event of commonly established practices, i.e., parents attend virtually, space, communication, logistical efficiencies, etc.  |
| <b>Consultants, Coordinators, Coaches</b> | 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   |

|                                  |  |                      |     |   |
|----------------------------------|--|----------------------|-----|---|
| <b>Administrative Assistants</b> | 0  | If possible, up to 6 |     | 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 |
| <b>Business Office</b>           | 15   |                      |     | In-person attendance at meetings is the default expectation   |
| <b>Technology</b>                | 0  | N/A                  | N/A | N/A   |
| <b>Teachers</b>                  | 0  | N/A                  | N/A | N/A   |
| <b>Paraprofessionals</b>         | 0  | N/A                  | N/A | N/A   |
| <b>GSRP/GSC</b>                  | Instructional Staff - 0<br>ECS/GSC - 5 days<br>during the summer<br>months |                      |     | In-person attendance at meetings is the default expectation   |