Bloomfield Hills
Schools

Conditions of Employment for Unaffiliated Staff

July 1, 2019
through
June 30, 2021

Christina Kostiuk, Interim Superintendent
7273 Wing Lake Road, Bloomfield Hills, Michigan 48301

Bloomfield Hills Schools

VISION
Bloomfield Hills Schools will lead the nation in educating and empowering every learner, every day, with compassion and integrity in a welcoming environment.

MISSION
Bloomfield Hills Schools delivers comprehensive, challenging, and inspiring education in a community that equips all learners to become architects of their futures.

Portrait *of a* Learner

A disposition to inquire about the world
A learner who inquires about the world can explore local and global connections, ask questions of significance that call upon critical thinking, frame problems and construct solutions. They seek information beyond familiar environments. They engage in analysis, synthesis, evaluation, creation, and application.

A disposition to understand multiple perspectives
A learner who understands multiple perspectives interacts with others whose paths differ greatly from their own, honoring the value of our shared human dignity. They recognize and resist stereotypes and understand multiple cultural contexts.

A disposition toward respectful dialogue
A learner who engages in respectful dialogue can communicate across differences and listen with intentionality. They express empathy for others while sharing courageously, openly and appropriately.

A disposition toward grappling with complexities
A learner who can grapple with complexities can persevere in the face of multi-layered processes, ideas, and problems. They can display resilience in the face of challenges and change.

A disposition toward taking responsible action
A learner who takes responsible action collaborates with others with the intent to mobilize ideas into action. They recognize that service to community is a form of action.

Bloomfield Hills Schools

Table of Contents

Contents

Technician I 2
Long Term Disability 3
Tuition Reimbursement 4
Technician 2 5
Salary 5
Short Term Disability and Salary Continuation 5
Long Term Disability 6
Tuition Reimbursement 7
Technician 3 8
Long Term Disability 9
Tuition Reimbursement 10
Nurse 2 11
Long Term Disability 11
Tuition Reimbursement 12
Program Aide 13
Wing Lake Bus Aide 15
Paid Holidays 15
Preschool Teacher, Child Care Teacher, ... 17
Infant Care Teacher, GSRP Lead Teacher 17
Salary 17
Vacation Days 18
Tuition Reimbursement 18
Preschool Aide, Child Care Aide, ... 19
Infant Care Aide, GSRP Assistant Teacher 19
Vacation Days 20
Latch Key Supervisor, Latch Key Teacher 21
Salary – Latch Key Teacher 21
Guides – Farm and Nature Center 23
Program Coordinator – Farm and Nature Center 23
Digital Media Services Technician 23
Job Coach 24
Long Term Disability 24
Tuition Reimbursement 25
ASL Specialist 26
FAMILY AMBASSADOR 29
WATERFRONT DIRECTOR AND CAMP DIRECTOR 29
(6 hours/day for 11 weeks) 29
ENRICHMENT PROGRAM DIRECTOR 30
RECREATION PROGRAM INSTRUCTOR 30
SWIMMING INSTRUCTOR (WSI card, equivalent or lifeguarding required) 31
LESSONS – PRIVATE AND SEMI-PRIVATE 32
ASSISTANT SWIM COORDINATOR 32

SWIM PROGRAM ADMINISTRATOR 32
LIFEGUARD 33
COUNSELORS/ATTENDANTS 34
COUNSELORS/ATTENDANTS 35
ACTIVITY LEADER 36
SKI SPONSOR 36
NOVICE SKI AIDE 37
Shared Time Teacher (A) 38
Long Term Disability 38
Shared Time Teacher (B) 40
Long Term Disability 40

Technician I

The following benefits are extended to the position of Technician I.

Salary

2018-19	0 year	1 year	2 years	3 years	4 years	5 years
	$13.79	$15.07	$16.48	$17.12	$17.76	$19.92
2020-21	**0 year**	**1 year**	**2 years**	**3 years**	**4 years**	**5 years**
	$13.79	$15.07	$16.48	$17.12	$17.76	$20.12

Salary schedule progress will be initiated on July 1 of each school year; however, if the hire date is on or after March 1, no step increment will be given until the following July 1. Salary schedule improvements will be effective January 1 of a given year.

Additional Education Pay
For those individuals who have an associate's degree or sixty (60) semester hours with a C average or better, an additional $0.30 per hour will be granted upon request. Such request shall be by submission of transcripts. Those individuals who hold a bachelor's degree from an accredited institution of higher learning will be eligible for an additional $0.45 per hour upon request. Such request shall be made in writing to the Assistant Superintendent for Human Resources and Labor Relations and must be verified by submission of transcripts.

Insurance Benefits (Please refer to your *Educated Choices* Summary of Benefits for more details.)
Each staff member working 30 hours or more per week shall be eligible for full family coverage and have an Educated Choice of Blue Cross/Blue Shield PPO HSA – Plan 1300/2600/0% Medical Coverage, dental, vision, life insurance in the amount of $40,000, AD & D, and long-term disability.

Health Risk Assessment/Rebate of Contribution:
Employees and their spouses (if applicable) who participate in the annual health risk assessment are eligible to receive a rebate of the employee pre-tax contribution. The rebate of the annual contribution is $500 single/$1000 two persons or full family. Eligibility for the rebate is based upon the receipt by the Benefits Coordinator in the Human Resources Department of the completed health risk assessment form

by September 15 of each year.

Forms may be scanned and emailed to SDare@Bloomfield.Org or faxed to 248-341-5449

Forms received after the due date as listed above will not qualify the employee for any rebate. There will be no exceptions.

Short Term Disability and Salary Continuation
For off-the-job sickness and accident, after all leave days have been used or ten (10) work days, whichever is greater, individuals who have made proper application for benefits will receive:

a. Up to thirty (30) compensable days at 75 percent of their current wages.

b. Up to an additional 210 compensable days at 60 percent of their current wages.

Those individuals who have more than ten (10) leave days may elect to use a minimum of ten (10) days or all available in current and leave bank prior to temporary disability coverage being initiated.

Individuals who elect to maintain those days in excess of ten (10) will have access to unused leave days upon the return from leave.

Long Term Disability
Subject to the approval of the insurance carrier and after satisfying a 12 month waiting period, the individual will receive 66 2/3% of basic monthly earnings. Maximum monthly benefit is $1,500; minimum monthly benefit is $100.

Paid Holidays
Each staff member is eligible to be paid for District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days
There will be one (1) paid leave day allocated per month of service to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). Two (2) days shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty
Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on

jury duty shall not be charged against leave days.

To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Vacation Days

Each staff member who is scheduled to work 12 months each year shall be eligible for fifteen (15) vacation days. These days will be available for use on July 1 of each year, and there will be no carryover of days. Vacation days are earned at the rate of 1.25 days per month of service. Any unearned vacation time, taken in advance of being earned, will be deducted from the staff member's final paycheck at the time of termination.

Tuition Reimbursement

Reimbursement for tuition and books will be provided for those employees required or approved to attend school providing course work is completed with a grade of "B" or better. Reimbursement is subject to the course work being directly related to the employee's current assignment, and having written approval prior to enrollment from the Assistant Superintendent for Human Resources and Labor Relations. The total annual reimbursement for all technicians (1, 2 & 3) will not exceed two thousand dollars ($2000).

Technician 2

The following benefits are extended to the position of Technician 2.

Salary

2018-19	0 year	1 year	2 years	3 years	4 years	5 years
	$16.11	$16.46	$17.74	$18.37	$19.73	$22.81
2020-21	**0 year**	**1 year**	**2 years**	**3 years**	**4 years**	**5 years**
	$16.11	$16.46	$17.74	$18.37	$19.73	$23.04

Salary schedule progress will be initiated on July 1 of each school year; however, if the hire date is on or after March 1, no step increment will be given until the following July 1. Salary schedule improvements will be effective January 1 of a given year.

Additional Education Pay
For those individuals who have an associate's degree or sixty (60) semester hours with a C average or better, an additional $0.30 per hour will be granted upon request. Such request shall be by submission of transcripts. Those individuals who hold a bachelor's degree from an accredited institution of higher learning will be eligible for an additional $0.45 per hour upon request. Such request shall be made in writing to the Assistant Superintendent for Human Resources and Labor Relations and must be verified by submission of transcripts.

Insurance Benefits (Please refer to your *Educated Choices* Summary of Benefits for more details.)
Each staff member working 30 hours or more per week shall be eligible for full family coverage and have an Educated Choice of Blue Cross/Blue Shield **PPO HSA-Plan 1300/2600/0% Medical Coverage**, dental, vision, life insurance in the amount of $40,000, AD & D, and long-term disability.

Health Risk Assessment/Rebate of Contribution:
Employees and their spouses (if applicable) who participate in the annual health risk assessment are eligible to receive a rebate of the employee pre-tax contribution. The rebate of the annual contribution is $500 single/$1000 two persons or full family. Eligibility for the rebate is based upon the receipt by the Benefits Coordinator in the Human Resources Department of the completed health risk assessment form by September 15 of each year.

Forms may be scanned and emailed to SDare@Bloomfield.Org or faxed to 248-341-5449

Forms received after the due date as listed above will not qualify the employee for any rebate. There will be no exceptions.

Short Term Disability and Salary Continuation
For off-the-job sickness and accident, after all leave days have been used or ten (10) work days, whichever is later, individuals who have made proper application for benefits will receive:

a. Up to thirty (30) compensable days at 75 percent of their current wages.

b. Up to an additional 210 compensable days at 60 percent of their current wages.

Those individuals who have more than ten (10) leave days may elect to use a minimum of ten (10) days or all available in current and leave bank prior to temporary disability coverage being initiated. Individuals who elect to maintain those days in excess of ten (10) will have access to unused leave days upon the return from leave.

Long Term Disability
Subject to the approval of the insurance carrier and after satisfying a 12 month waiting period, the individual will receive 66 2/3% of basic monthly earnings. Maximum monthly benefit is $1,500; minimum monthly benefit is $100.

Paid Holidays
Each staff member is eligible to be paid for District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days
There will be one (1) paid leave day allocated per month of service to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). Two (2) days shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty
Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Vacation Days
Each staff member who is scheduled to work 12 months each year shall be eligible for fifteen (15) vacation days. These days will be available for use on July 1 of each year, and there will be no carryover of days. Vacation days are earned at the rate of 1.25 days per month of service. Any unearned vacation time, taken in advance of being earned, will be deducted from the staff member's final paycheck at the

time of termination.

Tuition Reimbursement

Reimbursement for tuition and books will be provided for those employees required or approved to attend school providing course work is completed with a grade of "B" or better. Reimbursement is subject to the course work being directly related to the employee's current assignment, and having written approval prior to enrollment from the Assistant Superintendent for Human Resources and Labor Relations. The total annual reimbursement for all technicians (1, 2 & 3) will not exceed two thousand dollars ($2000).

Technician 3

The following benefits are extended to the position of Technician 3.

Salary

2018-19	0 year	1 year	2 years	3 years	4 years	5 years
	$17.14	$18.49	$19.77	$20.40	$21.76	$24.98
2020-21	**0 year**	**1 year**	**2 years**	**3 years**	**4 years**	**5 years**
	$17.14	$18.49	$19.77	$20.40	$21.76	$25.23

Note: An additional $1 per hour will be paid for Apple Service certification or other certification approved by the District.

Salary schedule progress will be initiated on July 1 of each school year; however, if the hire date is on or after March 1, no step increment will be given until the following July 1. Salary schedule improvements will be effective January 1 of a given year.

Additional Education Pay
For those individuals who have an associate's degree or sixty (60) semester hours with a C average or better, an additional $0.30 per hour will be granted upon request. Such request shall be by submission of transcripts. Those individuals who hold a bachelor's degree from an accredited institution of higher learning will be eligible for an additional $0.45 per hour upon request. Such request shall be made in writing to the Assistant Superintendent for Human Resources and Labor Relations and must be verified by submission of transcripts.

Insurance Benefits (Please refer to your *Educated Choices* Summary of Benefits for more details.)
Each staff member working 30 hours or more per week shall be eligible for full family coverage and have an Educated Choice of Blue Cross/Blue Shield PPO HSA – Plan 1300/2600/0% Medical Coverage, dental, vision, life insurance in the amount of $40,000, AD & D, and long-term disability.

Health Risk Assessment/Rebate of Contribution:
Employees and their spouses (if applicable) who participate in the annual health risk assessment are eligible to receive a rebate of the employee pre-tax contribution. The rebate of the annual contribution is $500 single/$1000 two persons or full family. Eligibility for the rebate is based upon the receipt by the Benefits Coordinator in the Human Resources Department of the completed health risk assessment form by September 15 of each year.

Forms may be scanned and emailed to SDare@Bloomfield.Org or faxed to 248-341-5449

Forms received after the due date as listed above will not qualify the employee for any rebate. There will be no exceptions.

Short Term Disability and Salary Continuation
For off-the-job sickness and accident, after all leave days have been used or ten (10) work days,

whichever is later, individuals who have made proper application for benefits will receive:

a. Up to thirty (30) compensable days at 75 percent of their current wages.

b. Up to an additional 210 compensable days at 60 percent of their current wages.

Those individuals who have more than ten (10) leave days may elect to use a minimum of ten (10) days or all available in current and leave bank prior to temporary disability coverage being initiated. Individuals who elect to maintain those days in excess of ten (10) will have access to unused leave days upon the return from leave.

Long Term Disability
Subject to the approval of the insurance carrier and after satisfying a 12 month waiting period, the individual will receive 66 2/3% of basic monthly earnings. Maximum monthly benefit is $1,500; minimum monthly benefit is $100.

Paid Holidays
Each staff member is eligible to be paid for District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days
There will be one (1) paid leave day allocated per month of service to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). Two (2) days shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty
Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Vacation Days
Each staff member who is scheduled to work 12 months each year shall be eligible for fifteen (15) vacation days. These days will be available for use on July 1 of each year, and there will be no carryover of days. Vacation days are earned at the rate of 1.25 days per month of service. Any unearned vacation time, taken in advance of being earned, will be deducted from the staff member's final paycheck at the time of termination.

Tuition Reimbursement
Reimbursement for tuition and books will be provided for those employees required or approved to attend school providing course work is completed with a grade of "B" or better. Reimbursement is subject to the course work being directly related to the employee's current assignment, and having written approval prior to enrollment from the Assistant Superintendent for Human Resources and Labor Relations. The total annual reimbursement for all technicians (1, 2 & 3) will not exceed two thousand dollars ($2000).

Nurse 2

The following benefits are extended to the position of Nurse 2.

Salary

2018-19	0 year	1 year	2 years	3 years
	$24.27	$25.68	$26.94	$30.56
2020-21	**0 year**	**1 year**	**2 years**	**3 years**
	$24.27	$25.68	$26.94	$30.87

Salary schedule progress will be initiated on July 1 of each school year; however, if the hire date is on or after March 1, no step increment will be given until the following July 1. Salary schedule improvements will be effective January 1 of a given year.

Insurance Benefits
Each staff member shall be eligible for $40,000 life insurance and AD & D.

Short Term Disability and Salary Continuation
For off-the-job sickness and accident, after all leave days have been used or twenty-five (25) work days, whichever is later, individuals who have made proper application will receive:

a. Up to thirty (30) compensable days at 75 percent of the individual's current wages.

b. Up to an additional 210 compensable days at 60 percent of the individual's current wages.

Those individuals who have more than twenty-five (25) leave days may elect to use a minimum of twenty-five (25) days or all available in current and leave bank prior to temporary disability coverage being initiated. Individuals who elect to maintain those days in excess of twenty-five (25) will have access to unused leave days upon the return from leave.

Long Term Disability
Subject to the approval of the insurance carrier and after satisfying a 12 month waiting period, the individual will receive 60% of basic monthly earnings. Maximum monthly benefit is $1,000; minimum monthly benefit is $100.

Paid Holidays
Each staff member is eligible to be paid for District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the

week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days

There will be one (1) paid leave day allocated per month to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). Two (2) days shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty

Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Tuition Reimbursement

Reimbursement for tuition and books will be provided for those employees required or approved to attend school providing course work is completed with a grade of "B" or better. Reimbursement is subject to the course work being directly related to the employee's current assignment, and having written approval prior to enrollment from the Assistant Superintendent for Human Resources and Labor Relations. The total annual reimbursement for the entire unit/group will not exceed one thousand dollars ($1000)/no more than $500.00 per individual employee. The nurse must work full time (more than 30 hours per week) to be eligible for tuition reimbursement.

Program Aide

The following benefits are extended to the position of Program Aide.

Salary

2018-19	0 year	1 year	2 years	3 years
	$9.45	$9.45	$9.45	$9.45
2019-21	**0 year**	**1 year**	**2 years**	**3 years**
	$9.45	$9.45	$9.45	$10.25

Salary schedule progress will be initiated on July 1 of each school year; however, if the hire date is on or after March 1, no step increase will be given until the following July 1. Salary schedule improvements will be effective January 1 of a given year.

Insurance Benefits
Each program aide scheduled to work 25 hours per week or more shall be eligible for single subscriber PPO HSA-Plan 1300/2600/0% Medical Coverage, $40,000 life insurance, and AD & D.

Paid Holidays
Each staff member is eligible to be paid for District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days
There will be five (5) paid leave days allocated per year to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). Two (2) days shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty
Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and

a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Wing Lake Bus Aide

The following benefits are extended to the position of Wing Lake Bus Aide in the Transportation Department.

Salary

2018-19	0 year	1 year	2 years	3 years
	$9.45	$10.15	$10.87	$12.03
2020-21	**0 year**	**1 year**	**2 years**	**3 years**
	$9.45	$10.15	$10.87	$12.15

Salary schedule progress will be initiated on July 1 of each school year; however, if the hire date is on or after March 1, no step increase will be given until the following July 1. Salary schedule improvements will be effective January 1 of a given year.

Paid Holidays
Each staff member is eligible to be paid for District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days
There will be five (5) paid leave days allocated per year to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). Two (2) days shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty
Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid,

excluding any travel allowance paid to the individual by the court. This payment by the individual shall

be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Preschool Teacher, Child Care Teacher, Infant Care Teacher, GSRP Lead Teacher

The following benefits are extended to the positions of Preschool, Child Care and Infant Care Teacher.

Salary

2018-19	0 year	1 year	2 years	3 years
	$14.91	$15.74	$16.52	$18.81
2020-21	**0 year**	**1 year**	**2 years**	**3 years**
	TBD	TBD	TBD	TBD

The following benefits are extended to the position of GSRP Lead Teacher.

Salary

2018-19	0 year	1 year	2 years	3 years
	$16.52	$18.08	$18.98	$20.52
2020-21	**0 year**	**1 year**	**2 years**	**3 years**
	TBD	TBD	TBD	TBD

Salary schedule progress will be initiated on the date of employment anniversary in this position. Staff members who work 20 hours or more per week are eligible for the following benefits. Note: Hours worked in these programs may be combined to determine eligibility.

A $500 stipend per semester will be paid for teachers who assume the role of program director at each location. A program director must be on site for at least fifty percent (50%) of the time children are in care, but not less than a total of six (6) hours for programs operating six (6) or more continuous hours.

Paid Holidays

Each staff member is eligible to be paid for District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days

There will be five (5) paid leave days allocated per year for ten (10) month employees and six (6) paid days allocated per year for twelve (12) month employees to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). One (1) day shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave

employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty

Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days. To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Vacation Days

Each staff member who is scheduled to work twelve months each year shall be eligible for five (5) vacation days upon completion of one year of service, ten (10) vacation days upon completion of two years of service. These days will be earned in one year for use in the next year, prorated based on number of months worked, and there will be no carryover of days.

Tuition Reimbursement

Reimbursement for tuition and books will be provided for those employees required or approved to attend school providing course work is completed with a grade of “B” or better. Reimbursement is subject to the course work being directly related to the employee’s current assignment, and having written approval prior to enrollment from the Assistant Superintendent for Human Resources and Labor Relations. The total annual reimbursement for the entire unit/group will not exceed one thousand dollars ($1000)/no more than $500.00 per individual employee. The staff member must work 20 hours per week to be eligible for tuition reimbursement.

Preschool Aide, Child Care Aide, Infant Care Aide, GSRP Assistant Teacher

The following benefits are extended to the positions of Preschool, Child Care and Infant Care Aide.

Salary

2018-19	0 year	1 year	2 years	3 years
	$9.34	$10.07	$10.81	$12.40
2020-21	**0 year**	**1 year**	**2 years**	**3 years**
	$9.34	$10.07	$10.81	$12.40

The following benefits are extended to the position of GSRP Assistant Teacher

Salary

2018-19	0 year	1 year	2 years	3 years
	$10.81	$11.92	$13.14	$14.93
2020-21	**0 year**	**1 year**	**2 years**	**3 years**
	$10.81	$11.92	$13.14	$14.93

Salary schedule progress will be initiated on the date of employment anniversary in this position. Staff members who work more than 20 hours per week are eligible for the following benefits. Note: Hours worked in these programs may be combined to determine eligibility.

Paid Holidays
Each staff member is eligible to be paid for District holidays which occur during the course of his/her employment. Eligible holidays include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days
There will be five (5) paid leave days allocated per year for ten month employees and six (6) paid leave days allocated per year for twelve month employees to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). One (1) day shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty
Staff who are summoned for jury duty examination and investigation must notify the Payroll Office

within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days. To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Vacation Days

Each staff member who is scheduled to work twelve months each year shall be eligible for five (5) vacation days upon completion of one year of service, ten (10) vacation days upon completion of two years of service. These days will be earned in one year for use in the next year, prorated based on number of months worked, and there will be no carryover of days.

Latch Key Supervisor, Latch Key Teacher

The following benefits are extended to the positions of Latch Key Supervisor and Teacher.

Salary – Latch Key Supervisor

2018-19	0 year	1 year
	$14.88	$17.27
2020-21	**0 year**	**1 year**
	$14.88	$17.27

Salary – Latch Key Site Supervisor

2018-19	0 year	1 year
	$13.72	$15.96
2020-21	**0 year**	**1 year**
	$13.72	$15.96

Salary – Latch Key Teacher

2018-19	0 year	1 year
	$12.56	$14.65
2020-21	**0 year**	**1 year**
	$12.56	$14.65

Salary schedule progress will be initiated on July 1 of each school year; however, if the date of hire is on or after March 1, no step increase will be given until the following July 1.

Staff members who work twenty (20) hours or more per week are eligible for the following benefits:

Paid Holidays
Each staff member is eligible to be paid for District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days
There will be five (5) paid leave days allocated per year to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). One (1) day shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days

will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty

Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days. To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Guides – Farm and Nature Center

The following benefits are extended to the positions of Guides – Farm and Nature Center.

Salary

2018-19	0 year	1 year	2 years	3 years
	$15.00	$16.00	$17.00	$18.00
2020-21	**0 year**	**1 year**	**2 years**	**3 years**
	$15.00	$16.00	$17.00	$18.36

Program Coordinator – Farm and Nature Center

The following benefits are extended to the positions of Guides – Farm and Nature Center.

Salary

2018-19	0 year	1 year	2 years	3 years	4 years	5 years
	$15.11	$16.46	$17.74	$18.37	$19.73	$22.81
2020-21	**0 year**	**1 year**	**2 years**	**3 years**	**4 years**	**5 years**
	$15.11	$16.46	$17.74	$18.37	$19.73	$23.27

Digital Media Services Technician

The following benefits are extended to the position of Digital Media Services Technician.

Salary

2018-19	0 year	1 year	2 years	3 years
	$10.00	**$10.00**	**$10.00**	**$10.00**
2020-21	**0 year**	**1 year**	**2 years**	**3 years**
	$12.00	**$12.00**	**$12.00**	**$12.00**

Job Coach

The following benefits are extended to the position of Job Coach.

Salary

2018-19	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
	$11.11	$12.12	$13.13	$14.14	$15.15	$17.14
2020-21	**Step 0**	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**
	$11.11	$12.12	$13.13	$14.14	$15.15	$17.14

Salary schedule progress will be initiated on the date of employment anniversary in this position.

Insurance Benefits (Please refer to your *Educated Choices* Summary of Benefits for more details.)
Each staff member working 30 hours or more per week shall be eligible for full family coverage and have an Educated Choice of Blue Cross/Blue Shield PPO HSA – Plan 1300/2600/0% Medical Coverage

A summary of the Blue Cross/Blue Shield PPO HSA-Plan 1300/2600/0% Medical Coverage is attached as Appendix B for informational purposes only. The Appendix is not a contract.

The Board will provide a Cash in Lieu of Health Insurance option each year for those individuals who are eligible for but do not elect the employer-provided hospital/medical insurance. This option increases to $600 for single subscriber, $800 for two persons and $1000 for full family.

Each job coach who works twenty-five (25) hours or more per week is eligible for employer-paid premiums for the following: $30,000 life insurance, AD & D, short term disability and long term disability.

Short Term Disability and Salary Continuation
For off-the-job sickness and accident, after all leave days have been used or ten (10) work days, whichever is later, the individual will receive:

a. Up to thirty (30) compensable days at 75 % of their current wages.

b. Up to an additional 210 compensable days at 60 % of their current wages.

Long Term Disability
Subject to the approval of the insurance carrier and after satisfying a 12 month waiting period, the individual will receive 60% of basic monthly earnings. Maximum monthly benefit is $1,000; minimum monthly benefit is $100.

Each job coach scheduled to work twenty (20) hours or more per week is eligible for the following benefits:

Paid Holidays
Each staff member is eligible to be paid for eight (8) District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Paid Leave Days
There will be ten (10) paid leave days allocated per year to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy). One (1) day shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Tuition Reimbursement
Reimbursement for tuition and books will be provided for those employees required or approved to attend school providing course work is completed with a grade of "B" or better. Reimbursement is subject to the course work being directly related to the employee's current assignment, and having written approval prior to enrollment from the Assistant Superintendent for Human Resources and Labor Relations. The total annual reimbursement for the entire unit will not exceed one thousand dollars ($1000). Tuition reimbursement for an individual employee will not exceed $500.

Jury Duty
Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days. To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

ASL Specialist

The following benefits are extended to the position of ASL Specialist.

Salary

2019-2021

Step	Rate
0	$17.25
1	$18.11
2	$19.02
3	$19.97
4	$20.97
5	$22.02
6	$23.12
7	$23.81
8	$24.52
9	$25.26
10	$25.89
11	$26.54
12	$27.20
13	$27.88
14	$28.58
15	$29.29
16	$29.58
17	$29.88
18	$30.18
19	$30.48
20	$30.78

Salary schedule progress will be initiated on July 1 of each school year; however, if the hire date is on or after March 1, no step increment will be given until the following July 1.

Insurance Benefits (Please refer to your *Educated Choices* Summary of Benefits for more details.)
Each staff member working 30 hours or more per week shall be eligible for full family coverage and have an Educated Choice of Blue Cross/Blue Shield PPO HSA – Plan 1300/2600/0% Medical Coverage, dental, vision, life insurance in the amount of $40,000, AD & D, and long-term disability.

A summary of the health insurance benefits is attached as Appendix C for informational purposes only. The Appendix is not a contract.

Short Term Disability and Salary Continuation
For off-the-job sickness and accident, after all leave days have been used or ten (10) work days, whichever is later, the individual will receive:

a. Up to thirty (30) compensable days at 75 % of their current wages.

b. Up to an additional 210 compensable days at 60 % of their current wages.

Long Term Disability
Subject to the approval of the insurance carrier and after satisfying a 12 month waiting period, the individual will receive 60% of basic monthly earnings. Maximum monthly benefit is $1,000; minimum monthly benefit is $100.

Paid Holidays
Each staff member is eligible to be paid for eight (8) District holidays which occur during the course of his/her employment. Eligible holidays may include: New Year's Day, Good Friday, Memorial Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Staff members who are not regularly scheduled on the day of the week on which the holiday falls will receive holiday pay equal to the total hours they are regularly scheduled to work per week, divided by five. In order to qualify for holiday pay, the employee must work the immediate scheduled day before and after the holiday, or have an approved compensable leave.

Vacation Earnings
Staff will earn vacation in one year for use in the following year. Regular full time employees (32.5 hours per week) will earn up to ten (10) paid vacation days per year. Earned vacation must be used during the winter, mid-winter or spring recess, or other non-student (unpaid) days for eligible staff. Vacation request forms must be completed and are available from the Human Resources Department. Those individuals who have not completed a full year will have paid vacation days prorated based on the portion of the year actually worked. Upon termination, with timely notice of at least one week, unused vacation earned to date will be paid.

Additional vacation days for perfect attendance
As an incentive for perfect attendance, staff who are present every day during one or both of the following time periods will earn an additional vacation day for each time period he/she has perfect attendance. The time periods are the first reporting day in August to December 31 and January 1 to the end of school year in June. Days taken for funeral leave, snow days, if the building is closed, for approved days taken without pay or for approved days for job required testing will not be counted against the employee for determining eligibility for the additional days.

A maximum of two (2) days will be added to the vacation day payment at the close of the school year. An employee must have worked the full six-month period to be eligible for the additional vacation day incentive.

Paid Leave Days
There will be ten (10) paid leave days allocated per year to be used for personal illness, family illness,

bereavement or paid FMLA leave (in compliance with district policy). One (1) day shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty

Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days. To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

FAMILY AMBASSADOR

Salary

2018-19	0 Year	1 Year	2 Years	3 Years
	$13.03	$13.56	$14.35	$16.31
2020-21	**0 Year**	**1 Year**	**2 Years**	**3 Years**
	$13.03	$13.56	$14.35	$16.31

WATERFRONT DIRECTOR AND CAMP DIRECTOR
(6 hours/day for 11 weeks)

Salary

2018-19	0 Year	1 Year	2 Years	3 Years
	$5,635	$5,961	$6,553	$7,068
2020-21	**0 Year**	**1 Year**	**2 Years**	**3 Years**
	$5,747	$6,080	$6,684	$7,209

ENRICHMENT PROGRAM DIRECTOR

Salary

2018-19	0 Year	1 Year	2 Years	3 Years	4 Years
	$12.00	$13.25	$14.45	$15.45	$16.50
2020-21	0 Year	1 Year	2 Years	3 Years	4 Years
	$12.00	$13.25	$14.45	$15.45	$16.50

RECREATION PROGRAM INSTRUCTOR

Salary

2018-19	0 Year	1 Year	2 Years
	$9.70	$10.70	$11.70
2020-21	**0 Year**	**1 Year**	**2 Years**
	$9.70	$10.70	$11.70

SWIMMING INSTRUCTOR (WSI card, equivalent or lifeguarding required)

Salary

2018-19	Outdoor	Indoor
Step 1	$9.45	$11.60
Step 2	$9.50	$12.15
Step 3	$10.05	$12.65
Step 4	$10.55	$13.15
Step 5	$11.05	$13.65
Step 6	$11.60	$14.20
Step 7	$12.10	$14.70
Step 8	$12.60	$15.20
Step 9	N/A	$15.50

2020-21	Outdoor	Indoor
Step 1	$9.45	$11.60
Step 2	$9.50	$12.15
Step 3	$10.05	$12.65
Step 4	$10.55	$13.15
Step 5	$11.05	$13.65
Step 6	$11.60	$14.20
Step 7	$12.10	$14.70
Step 8	$12.60	$15.20
Step 9	N/A	$15.50

LESSONS – PRIVATE AND SEMI-PRIVATE

Salary

2018-19	0 Year	1 Year	2 Years
	$9.65	$11.70	$13.75
2020-21	**0 Year**	**1 Year**	**2 Years**
	$9.90	$11.95	$14.00

ASSISTANT SWIM COORDINATOR

Salary

2018-19	0 Year	1 Year	2 Years	3 Years
	$13.75	$14.30	$14.80	$15.30
2020-21	**0 Year**	**1 Year**	**2 Years**	**3 Years**
	$13.75	$14.30	$14.80	$15.30

SWIM PROGRAM ADMINISTRATOR

Salary

2018-19	0 Year	1 Year	2 Years	3 Years
	$17.35	$18.35	$19.40	$20.55
2020-21	**0 Year**	**1 Year**	**2 Years**	**3 Years**
	$17.35	$18.35	$19.40	$20.55

LIFEGUARD

Salary

2018-19	Outdoor	Indoor
Step 1	$9.45	$9.45
Step 2	$9.45	$9.45
Step 3	$9.45	$9.45
Step 4	$9.45	$9.45
Step 5	$9.60	$9.60
Step 6	$10.15	$10.15

2019-20	Outdoor	Indoor
Step 1	$9.65	$9.65
Step 2	$9.65	$9.65
Step 3	$9.65	$9.65
Step 4	$9.65	$9.65
Step 5	$9.65	$9.65
Step 6	$10.15	$10.15

2020-21	Outdoor	Indoor
Step 1	$9.87	$9.87
Step 2	$9.87	$9.87
Step 3	$9.87	$9.87
Step 4	$9.87	$9.87
Step 5	$9.87	$9.87
Step 6	$10.15	$10.15

COUNSELORS/ATTENDANTS

Counselor I or Locker Room Attendants (under 18)

Salary

2018-19	Rate
Step 1	$8.03
Step 2	$8.03
Step 3	$8.03
Step 4	$8.20

2019-20	Rate
Step 1	$8.20
Step 2	$8.20
Step 3	$8.20
Step 4	$8.40

2020-21	Rate
Step 1	$8.39
Step 2	$8.39
Step 3	$8.39
Step 4	$8.60

Note: Effective 03/29/19 Michigan minimum wage increased to $9.45. Minors under the age of 18 may be paid a sub-minimum wage of 85% of the current minimum wage.

Note: Effective January 1, 2020 Michigan minimum wage will increase to $9.65. Minors under the age of 18 may be paid a sub-minimum wage of 85% of the current minimum wage.

Note: Effective January 1, 2021 Michigan minimum wage will increase to $9.87. Minors under the age of 18 may be paid a sub-minimum wage of 85% of the current minimum wage.

COUNSELORS/ATTENDANTS

Counselor II (under 18)

Salary

2018-19	Outdoor
Step 1	$9.45
Step 2	$9.45
Step 3	$9.45
Step 4	$9.45
Step 5	$9.60

2019-20	Outdoor
Step 1	$9.65
Step 2	$9.65
Step 3	$9.65
Step 4	$9.65
Step 5	$9.80

2020-21	Outdoor
Step 1	$9.87
Step 2	$9.87
Step 3	$9.87
Step 4	$9.87
Step 5	$10.00

Note: Effective 03/29/19 Michigan minimum wage increased to $9.45. Minors under the age of 18 may be paid a sub-minimum wage of 85% of the current minimum wage.

Note: Effective January 1, 2020 Michigan minimum wage will increase to $9.65. Minors under the age of 18 may be paid a sub-minimum wage of 85% of the current minimum wage.

Note: Effective January 1, 2021 Michigan minimum wage will increase to $9.87. Minors under the age of 18 may be paid a sub-minimum wage of 85% of the current minimum wage.

.

ACTIVITY LEADER

Salary

2018-19	Rate
Step 1 (under 18)	$8.03
Step 1 (18 and over)	$9.25
Step 2	$9.25
Step 3	$9.25
Step 4	$9.25
Step 5	$9.65
Step 6	$10.15

2019-20	Outdoor
Step 1 (under 18)	$8.20
Step 1 (over 18)	$9.65
Step 2	$9.65
Step 3	$9.65
Step 4	$9.65
Step 5	$9.80
Step 6	$10.15

2020-21	Outdoor
Step 1 (under 18)	$8.39
Step 1 (over 18)	$9.87
Step 2	$9.87
Step 3	$9.87
Step 4	$9.87
Step 5	$10.00
Step 6	$10.25

SKI SPONSOR

Salary

2018-19	Extended Trip
	$37.00/trip
	$46.00/trip

2019-21	Extended Trip
	$40.00/trip
	$50.00/trip

NOVICE SKI AIDE

Salary

2018-19	Rate
	$8.03 if under 18
	$9.45 if 18 and over

2019-20	Rate
	$8.20 if under 18
	$9.65 if 18 and over

2020-21	Rate
	$8.39 if under 18
	$9.87 if 18 and over

Shared Time Teacher (A)

The following benefits are extended to the position of Shared Time Teacher (A).

Salary: The salary is determined annually.

Insurance Benefits (Please refer to your *Educated Choices* Summary of Benefits for more details.)
Each staff member working 30 hours or more per week shall be eligible for single subscriber coverage and have an Educated Choice of Blue Cross/Blue Shield PPO HSA – Plan 1300/2600/0% Medical Coverage, dental, vision, life insurance in the amount of $45,000, AD & D, and long-term disability.

Health Risk Assessment/Rebate of Contribution:
Employees who participate in the annual health risk assessment are eligible to receive a rebate of the employee pre-tax contribution. The rebate of the annual contribution is $500. Eligibility for the rebate is based upon the receipt by the Benefits Coordinator in the Human Resources Department of the completed health risk assessment form by September 15 of each year.

Forms may be scanned and emailed to SDare@Bloomfield.Org or faxed to 248-341-5449

Forms received after the due date as listed above will not qualify the employee for any rebate. There will be no exceptions.

Short Term Disability and Salary Continuation
For off-the-job sickness and accident, after all leave days have been used or ten (10) work days, whichever is later, individuals who have made proper application for benefits will receive:

a. Up to thirty (30) compensable days at 75 percent of their current wages.

b. Up to an additional 210 compensable days at 60 percent of their current wages.

Those individuals who have more than ten (10) leave days may elect to use a minimum of ten (10) days or all available in current and leave bank prior to temporary disability coverage being initiated.

Individuals who elect to maintain those days in excess of ten (10) will have access to unused leave days upon the return from leave.

Long Term Disability
Subject to the approval of the insurance carrier and after satisfying a 12 month waiting period, the individual will receive 66 2/3% of basic monthly earnings. Maximum monthly benefit is $1,500; minimum monthly benefit is $100.

Paid Leave Days

There will be one (1) paid leave day allocated per month of service to be used for personal illness, family illness, bereavement or paid FMLA leave (in compliance with district policy), up to a maximum of ten (10) leave days per school year. Two (2) days shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty

Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

Shared Time Teacher (B)

The following benefits are extended to the position of Shared Time Teacher (B)

Salary: The salary is determined annually.

Insurance Benefits (Please refer to your *Educated Choices* Summary of Benefits for more details.)
Each staff member working 30 hours or more per week shall be eligible for full family coverage and have an Educated Choice of Blue Cross/Blue Shield PPO HSA – Plan 1300/2600/0% Medical Coverage, dental, vision, life insurance in the amount of $45,000, AD & D, and long-term disability.

Health Risk Assessment/Rebate of Contribution:
Employees and their spouses (if applicable) who participate in the annual health risk assessment are eligible to receive a rebate of the employee pre-tax contribution. The rebate of the annual contribution is $500 single/$1000 two persons or full family. Eligibility for the rebate is based upon the receipt by the Benefits Coordinator in the Human Resources Department of the completed health risk assessment form by September 15 of each year:

Forms may be scanned and emailed to SDare@Bloomfield.Org or faxed to 248-341-5449

Forms received after the due date as listed above will not qualify the employee for any rebate. There will be no exceptions.

Short Term Disability and Salary Continuation
For off-the-job sickness and accident, after all leave days have been used or ten (10) work days, whichever is later, individuals who have made proper application for benefits will receive:

a. Up to thirty (30) compensable days at 75 percent of their current wages.

b. Up to an additional 210 compensable days at 60 percent of their current wages.

Those individuals who have more than ten (10) leave days may elect to use a minimum of ten (10) days or all available in current and leave bank prior to temporary disability coverage being initiated.

Individuals who elect to maintain those days in excess of ten (10) will have access to unused leave days upon the return from leave.

Long Term Disability
Subject to the approval of the insurance carrier and after satisfying a 12 month waiting period, the individual will receive 66 2/3% of basic monthly earnings. Maximum monthly benefit is $1,500; minimum monthly benefit is $100.

Paid Leave Days
There will be one (1) paid leave day allocated per month of service to be used for personal illness,

family illness, bereavement or paid FMLA leave (in compliance with district policy). Two (2) days shall be available for personal business which cannot be done at a time other than during the normal work day. Leave days will be available for use effective July 1st of each school year. Should a staff member leave employment prior to completion of the school year, a proration of days earned versus used will be calculated and a reduction, if any, shall be made in the staff member's last pay.

Jury Duty

Staff who are summoned for jury duty examination and investigation must notify the Payroll Office within 24 hours of receipt of such notice. If such individual then reports for jury duty, that individual shall continue to receive the regular daily wage for each day the individual reports for or performs jury duty, and on which the individual would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for jury duty pay differential, the individual must furnish the Payroll Office with a written statement from the appropriate public official listing amounts of pay received, the dates of jury duty and a personal check, made payable to Bloomfield Hills Schools, for the full amount of the jury fee paid, excluding any travel allowance paid to the individual by the court. This payment by the individual shall be made to the Payroll Office no later than two (2) weeks after the return from jury duty. Any individual found abusing this privilege shall not be entitled to the pay differential.

APPENDIX

1. APPENDIX A.....Family and Medical Leave Act Regulations

APPENDIX A

Regulation 4400.1

BLOOMFIELD HILLS SCHOOLS
FAMILY AND MEDICAL LEAVE REGULATION

1. PURPOSE

Basic Leave Entitlement. Bloomfield Hills Schools Family and Medical Leave Policy allows eligible employees to take up to 12 work weeks of unpaid leave per year for their own serious health condition, childbirth, or to provide care for the employee's newborn child, newly-adopted child, newly-placed foster child, or a child, parent or spouse with a serious health condition. Further, certain eligible employees may receive up to 12 work weeks of unpaid leave for military exigencies, and up to a total of 26 work weeks of unpaid leave to care for a covered military service member.

Additional information and forms relating to Family and Medical Leaves are available from the Human Resources Department.

2. DEFINITIONS

A. **"Leave Year".** The District has selected the following method for determining the "12-month period" for non-military related leave.

The 12-month rolling backwards period. The 12-month rolling period is calculated backwards from the date the requested leave commences. This method determines FMLA leave entitlement based upon how much FMLA leave an employee has taken the preceding 12 months, measured backwards from the date the leave is to commence.

For "Military Caregiver Leave," the leave period begins the first day the leave begins, regardless of past non-military leave taken and regardless of the leave period for other FMLA qualifying leave.

B. **"*Spouse*"** means a husband or wife, but does not include unmarried domestic partners. If both spouses work for the school district, their total leave in any 12-month period may be limited to an aggregate of 12-weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent. The aggregated amount of leave in a 12-month period is 26 weeks in situations where the leave is based on the care for a covered service member.

C. **"*Parent*"** means biological, adoptive, step or foster parent, or any other individual who stood *in loco parentis* to the employee when the employee was a child. A parent-in-law does not meet this definition.

D. **"*Child*"** means a son or daughter under age 18, or 18 years or older who is incapable of self-care due to mental or physical disability. Employees who are *in loco parentis* include those with day-to-day responsibility for care and financially supports the "child". A biological or legal relationship is not necessary.

E. **"*Next of Kin of a Covered Service Member*"** means the nearest blood relative *other* than a spouse, parent, son, or daughter, in the following order: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provision, brother and sister, grandparent, aunt and uncle, and first cousin, unless the covered service member designated in writing another blood family member as his or her nearest blood relative for purposes of military caregiver leave.

F. **"*Military Family Leave*"** means either "Military Caregiver Leave" or "Qualifying Exigency" Leave as set forth below:

(1) ***"Military Caregiver Leave."*** An eligible employee may take up to 26 weeks of leave to care for a covered service member during a single 12-month period. The covered service member must be a current member of the Armed Forces, which includes membership in the National Guard or Reserves. The covered service member must have sustained the serious injury or illness in the line of duty while on active duty which may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

(2) ***"Qualifying Exigency Leave."*** An eligible employee with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may also use their 12-week leave entitlement to address certain qualifying exigencies. The Department of Labor defines qualifying exigencies as: (1) short-notice deployment (up to seven days from date of notification), (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation (up to five days for each instance), (7) post-deployment activities occurring within 90 days following the termination of active duty status, and (8) additional activities arising from the service member's active duty or call to active duty not encompassed in the other categories, but agreed to by the employer and employee.

G. **"*Serious Health Condition*"** means an illness, injury, impairment, or physical or mental condition that involves:

(1) inpatient care (an overnight stay);

(2) a period of incapacity from work requiring "continuing treatment" by a healthcare provider;

"Continuing treatment" by a healthcare provider must involve a period of incapacity of more than 3 ***full*** consecutive calendar days (including subsequent treatments or periods of incapacity relating to the same condition) that also involves either: (1) treatment of two or more times within 30 days of the first day of incapacity by a healthcare provider; or (2) treatment on at least one occasion by a healthcare provider which results in a "regimen of continuing treatment under the supervision of the a healthcare provider." (*e.g.,* a course of prescription drugs, physical therapy). The first (or only) in-person treatment visit to the healthcare provider must occur within 7 days of the first day of incapacity.

(3) a period of incapacity from work due to pregnancy or for prenatal care;

(4) a period of incapacity from work requiring treatment for chronic or permanent/long-term conditions (*e.g.*, asthma, diabetes, epilepsy, cancer); or

(5) a period of absence to receive multiple treatments by a healthcare provider for a non-chronic condition that, if left untreated, could result in a period of incapacity of more than 3 consecutive calendar days (*e.g.,* dialysis for kidney disease or chemotherapy for cancer).

Unless complications arise, the common cold, flu, upset stomach, headache, routine dental problems and cosmetic treatments do not meet the definition of "serious health condition."

Please contact the Human Resources Department for a more complete definition of "serious health condition."

H. **"*Instructional Employee*"** means a person whose principal function is to teach and instruct students in a class, a small group or an individual setting. This term includes teachers or auxiliary personnel principally engaged in direct delivery of instruction (*e.g.,* signers for hearing impaired). This definition ***does not include*** auxiliary personnel such as counselors, teacher assistants, aides, psychologists, social workers, and non-instructional support personnel.

I. **"*District*"** means the Bloomfield Hills Schools. This regulation shall be implemented by the Superintendent or his/her designee.

3. GENERAL

A. ***Eligibility*.** An employee who has worked at least 1,250 hours during the 12-month period before commencement of the leave is eligible for FMLA leave after having completed at least 12 months of service, including previous service with the District up to 7 years before commencement of the leave. Instructional employees will not be eligible if it is clearly demonstrated that the employee did not work the requisite hours during the 12-month period.

B. **Eligible employees may use FMLA leave for one or more of the following reasons:**

(1) The birth of a child and care for a newborn;

(2) The care for a newly-adopted child or child recently placed in an employee's home for foster care;

(3) To care for a spouse, child (who is less than age 18, or 18 but incapable of self-care) or a parent (but not parent-in-law) who has a serious health condition;

(4) An employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job; or

(5) To address certain qualifying exigencies or care giving associated with a covered service member. The employee may be required to provide information supporting the need for military family leave.

C. An eligible employee may take up to 12 weeks of unpaid leave during any 12-month period for a purpose which qualifies for a leave under the FMLA policy. As identified in Section 2.F.(1)., an eligible employee may take up to 26 weeks "Military Caregiver Leave" measured from the first day the military-related leave commences during a single 12-month period.

An eligible part-time employee is entitled to leave on a pro-rata basis.

If spouses are both employed by the District and both are eligible for FMLA leave, spouses may take up to a combined total of 12 weeks of leave for the birth and care of a newborn child, the placement of a child in the spouse's home for adoption or foster care, or the care of a seriously ill parent. This limitation does not apply to the care of a spouse or child with a serious health condition or to the employee's own serious health condition. For example, if spouses each take 4 weeks to care for a newborn child, each spouse will have eight weeks remaining within the 12-month period to use for other kinds of FMLA leaves, if necessary.

Family leave to care for a newborn child or for adoption or foster care placement of a child must be completed within 12 months of the birth, adoption, or placement of the child.

4. NOTICE

A. ***Notice by Employee*.** The employee shall give notice for FMLA leave according to the following:

(1) When the need for FMLA is *foreseeable* (*i.e.*, for birth of a child, adoption, foster placement, or planned medical treatment for yourself or a family member or to care for a covered service member) 30-day's notice is required. If the employee fails to give 30-day's notice with no reasonable excuse, the District reserves the right to delay the

employee's FMLA leave until at least 30-days after the leave request is made.

(2) When the need for FMLA leave is *unexpected*, absent unusual circumstances, the employee must provide notice to the Employer either the same business day or the next business day after the employee learns of the need for the FMLA leave.

With respect to both foreseeable and unexpected leave, employees must comply with District policies, work rules, collective bargaining provisions, and customary time off or call-in notice procedures.

At the time of requesting leave from work, the employee is required to complete District-approved forms for leave utilization. The District will provide District-approved forms which advise the employee of his/her FMLA rights and responsibilities. When any leave from work is requested, the District will inquire about the circumstances to determine if the requested leave appears to qualify as FMLA leave. Any leave request determined by the District to qualify as FMLA leave will be credited against the employee's FMLA leave for the 12-month period described in Section 2.A. of this policy.

B. ***District Notification of FMLA Leave.*** Once the District receives sufficient notice that leave qualifies for FMLA leave, the District will (within 5 business days, absent extenuating circumstances) notify the employee, in writing, whether the employee is eligible for leave.

5. SUBSTITUTION OF PAID LEAVE TIME

Although FMLA leave is unpaid, there are several ways in which the District's policies or collective bargaining agreements (regarding salary continuation, sick days and vacation pay) may operate in conjunction with certain kinds of FMLA leaves to provide the employee with some income during the leave. If paid leave is available, and applicable, it shall run concurrently with the FMLA leave.

- ***Use of earned and/or accrued paid time off.*** When leave from work qualifies as FMLA leave is taken, an employee must first concurrently exhaust earned and/or accrued paid time off which will be credited against the FMLA leave. For example, if an employee has earned and/or accrued paid vacation or personal leave, the District may require that the employee first concurrently apply that leave time to his/her FMLA leave until the earned or accrued paid leave time is exhausted. The District may also require that any earned or accrued paid vacation or personal/sick leave be exhausted concurrently with the FMLA leave before the unpaid portion of the FMLA leave to care for the employee's own serious health condition or that of a spouse, child or parent (where permitted for the latter purpose under the contract or policy governing the employee). Any remaining FMLA leave to which the employee is entitled will then be taken on an unpaid basis.

6. MEDICAL CERTIFICATION

A. If an employee requests FMLA leave due to a serious health condition or to care for a parent, child, or spouse with a serious health condition, or to attend to specific matters concerning covered service member, the employee may be required to provide medical certification from a healthcare provider of the serious health condition involved and, if applicable, verification that the employee is needed to care for the ill family member and for how long.

B. The employee may be required to provide supporting information concerning military family leave. Forms for this purpose will be provided by the Administration when the employee notifies the District of the need for the leave. Employees must provide the requested medical certification within 15 days of being supplied with the necessary certification form from the Administration or a request for FMLA leave may be delayed or denied.

C. After an employee submits the required medical certification, the District may require, at its option and expense that a medical certification be obtained from a healthcare provider of the District's own choosing to verify the need for the requested FMLA leave. If the first and second certifications differ, the District may require (at its option and expense) that a third certification be obtained from a third healthcare provider who is jointly selected by the prior two healthcare providers. The third medical certification will be final and binding on both parties. If the employee refuses to be examined by the third healthcare provider or refuses to cooperate in the examination, the employee will be bound by the second certification.

D. The District may request medical recertification for leave taken because of an employee's own serious medical condition or the serious medical condition of a family member. Recertification may be requested pursuant to the following:

(1) The District may request recertification no more often than every 30 days and only in connection with the absence by the employee, unless paragraphs 2 or 3 below apply.

(2) If the initial medical certification indicates that the minimum duration of the condition is more than 30 days, the District will wait until the minimum duration expires or 6 months, whichever is less, before requesting a recertification, unless paragraph 3 applies.

(3) The District may request recertification in less than 30 days if: (a) an employee requests an extension of leave; (b) circumstances described by the previous certification have changed significantly; or (c) the District receives information that cast doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

The employee must provide the requested recertification to the District within 15 calendar days unless it is not practicable under the particular circumstances to do so despite the employee's diligent good faith efforts. The District may ask for the same information as that permitted for the original certification. The employee has the same obligations to participate and cooperate in the recertification process as in the

initial certification process. Any recertification requested by the employer shall be at the employee's expense.

7. INTERMITTENT/REDUCED LEAVE SCHEDULE

A. If an employee requests intermittent leave or a reduced leave schedule, the District may require the employee to explain why the intermittent/reduced leave schedule is necessary. An employee must meet with the District and attempt to work out a leave schedule which meets the employee's needs for leave without unduly disrupting the District's operations. The employee should meet with the District before treatment is scheduled. If the meeting takes place after treatment has been scheduled, the District may, in certain instances, require an employee to attempt to reschedule treatment.

B. The District may assign an employee to an alternative position with equivalent pay and benefits, but not necessarily equivalent job duties that better accommodate the employee's intermittent or reduced leave schedule. The District may also transfer the employee to a part-time job with the same rate of pay and benefits. A "light-duty" assignment, however, will not be considered FMLA leave. Where benefits (*e.g.,* vacation) are based on the number of hours worked, the employee will receive appropriate benefits, based upon hours worked. When a transfer to a part-time position has been made to accommodate an intermittent or reduced-leave schedule, the District will continue group health benefits on the same basis as provided for full-time employees until the 12 (or 26 weeks for the care of a covered service member) weeks of FMLA leave are used.

C. An intermittent and/or reduced leave schedule is available for an eligible employee to attend to a serious health condition requiring periodic treatment by a healthcare provider, or because the employee (or family member) is incapacitated due to a chronic serious health condition. An employee on pregnancy leave (unless a serious health condition is involved) or leave for care of an adopted, foster, or newborn child is not eligible for intermittent leave.

D. If an eligible instructional employee requests intermittent or a reduced leave schedule to care for a family member having a serious health condition, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the instructional employee would be on leave for more than 20% of the total number of working days over the leave period, the District may require the instructional employee to choose either to:

(1) take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(2) transfer temporarily to an available alternative position for which the instructional employee is qualified, which has equivalent pay and benefits and which better accommodates recurring leave periods than does the instructional employee's regular assignment.

8. BENEFITS

A. During the period of an approved FMLA leave, the District will continue the employee's health insurance premium uninterrupted. If the employee makes a contribution toward coverage, the employee must make arrangements to continue his or her contributions during the leave to continue the basic health insurance coverage at its existing level. An employee's failure to pay his or her share of health insurance premium during FMLA leave may result in loss of coverage if the employee's contribution is more than 30 days late. If the employee's premiums are in arrears, the District will provide the employee at least 15 days written notice that coverage will be dropped prior to cancelling coverage.

(1) Except as required under COBRA, the District's obligation to maintain health benefit premium contributions for an employee on FMLA leave ceases when: a) the employment relationship would have terminated, irrespective of the FMLA leave (*e.g.,* reduction in force); b) when the employee advises the District of his or her intent not to return from leave; or c) when the FMLA leave expires and the employee has not returned from leave.

(2) Employee contributions will be required either through payroll deduction or by direct payment to the District. The employee will be advised in writing at the beginning of the leave as to the amount and method of payment. Employee contribution amounts are subject to any change in premium rates that occur while the employee is on leave.

(3) If the District remits any employee premium contributions in arrears from the employee while on FMLA leave, the employee will be required to reimburse the District for delinquent payments (through authorized payroll deduction or otherwise) upon return from leave. If the employee fails to return from unpaid leave for reasons other than: a) the continuation, recurrence, or onset of a serious health condition of the employee or a covered family member, or b) circumstances beyond the employee's control, the District may seek reimbursement from the employee for the portion of the premiums paid by the District on behalf of that employee (also known as the "employer contribution") during the leave period, excluding the period where the District or the employee has substituted paid leave for FMLA leave.

(4) An employee is not entitled to seniority or benefits accrual (*e.g.,* holidays, vacations) during the unpaid leave, unless otherwise specified by the collective bargaining agreement or individual employment contract. An employee who takes FMLA leave will not lose any seniority or employment benefits that accrued before the date leave began.

B. ***Disability Plans and FMLA Leave:***

(1) ***Workers' Compensation Leave.*** If the employee has a work-related illness or injury that qualifies as a "serious health condition" under this policy, leave from the job for which the employee receives workers' compensation payments will be considered FMLA leave. The employer and employee may agree to have paid leave supplement worker's compensation benefits, *i.e.,* where worker's disability compensation benefits provide replacement income for only a portion of the employee's salary.

(2) ***Disability Plan Leave.*** The District may designate any employer-sponsored disability plan leave as FMLA leave.

9. RETURN TO WORK

A. Upon conclusion of FMLA leave, an employee will be returned to the same position the employee held when leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the position remains.

B. **Periods Near the Conclusion of an Academic Term**

1. Leave five weeks before end of term: An instructional employee who begins a leave more than five weeks before the end of an academic term (semester) may be required to continue on leave until the end of the term if the leave will last at least three weeks, and the return to work would occur within the last three weeks of the term.

2. Leave five weeks before the end of term for reasons other than employee's serious health condition: An instructional employee who begins a leave for a purpose other than his/her own serious health condition during the five-week period before the end of a term may be required to continue on leave until the end of the term if the leave will last more than two weeks, and the return to work would occur within the last two weeks of the term.

3. Leave three weeks before end of term for reasons other than employee's serious health condition: An instructional employee who begins a leave for a purpose other than his/her own serious health condition during the three-week period before the end of the term and the duration of the leave is more than five working days may be required to continue on leave until the end of the term.

C. ***Fitness-for-Duty Certification.*** An employee shall submit a written statement from a physician which addresses the employee's ability to return to work and perform the essential functions of the position, consistent with District policy or collective bargaining agreement at least one (1) day prior to the scheduled return. In the case of intermittent or reduced schedule leave, where reasonable job safety concerns exist, the District may require the employee to provide a fitness-for-duty certification up to once every 30 days before he or she may return to work.

10. KEY EMPLOYEES

A. ***Definition.*** A "key" employee is an eligible salaried FMLA-eligible employee who is among the highest paid 10% of District employees.

B. ***Job Restoration.*** While the District will not deny FMLA leave to an eligible key employee, the District may deny job restoration to a key employee when the restoration to employment will cause the District substantial and grievous economic injury or substantial, long-term economic injury.

C. ***Qualifications.*** Each employee who is designated as a "key" employee will be notified of that fact when he/she requests FMLA leave, or at the commencement of such leave, whichever occurs first; or if the notice cannot be given then because of the need to determine whether the employee is a key employee, as soon thereafter as practical.

In any situation in which the District determines that it will deny restoration or employment to a key employee, the District will issue a hand-delivered or certified letter to the key employee explaining the finding that the required injury to the District exists. Additionally, the District will inform the key employee of the potential consequences with respect to reinstatement and maintenance of health benefits should employment restoration be denied. When practical, the District will communicate this determination before the commencement of the FMLA leave; the key employee may then take FMLA leave or forego it. If the FMLA leave has already begun, the key employee will be provided a reasonable time in which to return to work after being notified of the District's intention – the decision cannot be made until the employee seeks to return to deny reinstatement.

D. ***Timelines.*** If a key employee does not return to work in response to the District's notification of its decision to deny restoration of employment, the District will continue to provide the key employee with health benefits (to the extent of the FMLA leave period) and the District will not seek to recover its cost of health benefit premiums. A key employee's FMLA rights will continue until the employee gives notice that he/she no longer wishes to return to work or until the District denies reinstatement at the end of the leave. The key employee has the right, at the end of the FMLA leave, to request reinstatement and the District will reevaluate the extent of the injury due to the requested reinstatement based on the facts at that time.

If the District again determines that the reinstatement will still cause the injury, the key employee will be notified in writing by hand-delivered or certified letter of the denial of his/her reinstatement to employment. If the District finds that reinstatement will not result in the required injury, the key employee will be granted reinstatement.

11. FAILURE TO RETURN FROM LEAVE

An employee's failure to return to work upon expiration of FMLA leave will subject the employee to termination unless an extension is granted, as required by law or under a collective bargaining agreement. An employee who requests an extension of FMLA leave due to the continuation, recurrence, or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a written request for an extension to the Assistant Superintendent for Human Resources and Labor Relations. This written request should be made as soon as the employee realizes

that she or he will not be able to return at the expiration of the leave period. Medical certification or recertification will be required to support any request for leave extension.

12. FORMS

The following forms, where applicable, must be filed with the Administration in accord with District policies and procedures:

WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition

WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition

WH-381 Notice of Eligibility and Rights & Responsibilities

WH-382 Designation Notice

WH-384 Certification of Qualifying Exigency For Military Family Leave

WH-385 Certification for Serious Injury or Illness of Covered Service Member For Military Family Leave

Date Adopted: April 24, 2009

Legal Authority: Family and Medical Leave Act of 1993, P.L. 103-3; National Defense Authorization Act for FY 2008, P.L. 110-118.