

Marshall County Infant Toddler Addendum Handbook

2014-2015

Marshall County Infant Toddler
2014-2015 Addendum Handbook Changes

Page 6 Personal Leave

Added: Accrued personal leave will not be paid if separation occurs.

Page 7 Discretionary Leave

Added: Accrued discretionary leave will not be paid if separation occurs.

Table of Contents

HUMAN RESOURCES	3
Fair Labor Standard Act (FLSA).....	3
Rate of Pay.....	3
Overtime Pay.....	3
Compensatory Time and Compensatory Time Off.....	3
Workday	4
Hours of Work.....	4
Duty and Work Assignments	4
Evaluations	4
PAYROLL AND BUSINESS OFFICE	5
Benefits	5
Time Cards.....	5
Absence Reporting	5
LEAVE	6
Personal Leave	6
Discretionary Leave.....	6
Paid Holidays	7
Professional Leave.....	7

HUMAN RESOURCES

Fair Labor Standard Act (FLSA)

The Fair Labor Standard Act (FLSA), 29 U.S.C. 201 et seq., contains federal statues establishing minimum wage, overtime pay, equal pay regardless of sex, record keeping requirements and child labor standards for nonexempt employees. FLSA is administered and enforced by the United States Department of Labor, Wage and Hour Division.

Rate of Pay

All employees' salaries / wages will be identified on contracts and approved by the Board of Directors.

Overtime Pay

Employees shall receive not less than one and one-half times their regular rates of pay for hours worked in excess of the applicable maximum hours.

Overtime will be paid upon approval of director/supervisor and must be approved prior to the overtime worked. Overtime is calculated for over 40 hours actual work time per week. Days taken as sick, personal, holiday, vacation, or without pay will not be used for calculation purposes. Overtime pay will be paid in the payroll month in which the overtime occurred.

If employee physically works a total of 40 hours or less, no extra pay is required.

Compensatory Time and Compensatory Time Off

Non-exempt employees shall receive not less than one and one-half times their regular rates of pay for hours worked in excess of the applicable maximum hours. Compensatory time shall be at the rate of not less than one and one-half hours of compensatory time for each hour overtime worked, just as the monetary rate of overtime is calculated at the rate of not less than one and one-half times the regular rate of pay.

No compensatory time will be awarded without prior approval of director/supervisor. Compensatory time is calculated for over 40 hours actual work time per week. Days taken as sick, personal, holiday, vacation, or with pay will not be used for calculation purposes. Compensatory time shall be used before other leave (sick, personal, vacation) and within four (4) weeks.

Workday

1. Workday is defined as total yearly contracted hours divided by fifty-two weeks, divided by 5 days a week to obtain daily average. The average is then used as the workday for calculating absences and paid leave. All employees will have their workday computed to determine their daily average hours of work.
2. MCITS follows USD #364 schedule when closed due to inclement weather. If an employee works on a day MCITS is closed due to inclement weather, the employee is paid regular pay for the hours worked. If an employee does not work, discretionary or personal leave may be used.
3. If an employee cannot be at work, he/she must notify the office or immediate supervisor.

Hours of Work

Supervisors may schedule time over an eight -hour day when it is deemed necessary. Employees are not permitted to work time over 40 hours a week without the prior approval of supervisor.

Duty and Work Assignments

Employees are assigned duty and work assignments (both temporary and regular) as dictated by the needs of MCIT. It is the employer's responsibility (and privilege) to control the work of its employees.

Evaluations

1. All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years.
2. Evaluations can be conducted anytime it is deemed necessary by the supervisor.
3. If a behavior warrants or an evaluation indicates an area of need, a Plan of Improvement can be written for the employee.

PAYROLL AND BUSINESS OFFICE

Benefits

Staff working thirty or more hours per week qualify for all Section 125 benefits (including Health). Purchase of benefits will be employee paid and no fringe will be paid by MCIT.

There is an agency imposed one calendar month waiting period for benefits eligibility. New employees will be eligible for benefits on the first day of the month following a full month of employment.

Life Insurance can be purchased through the 125 Plan as an after tax employee paid product.

If staff resigns/terminates prior to completing current contract, all benefits will cease at the end of the resignation/termination month.

Time Cards

1. Keystone employees must report each day's arrival and departures plus all absences, on monthly timesheets.
2. Time cards are due each month, no later than the 5th.
3. Time cards must be signed by both employee and supervisor.
4. Time cards must be left at work and in a place where they may be located by your supervisor if you are absent on the date time cards must be submitted for payroll.

Absence Reporting

All employees must follow these procedures if an absence occurs:

1. If previous knowledge that an absence is going to occur notify the office and or immediate supervisor.
2. Document absences on your time sheet / calendar.
3. Fill out appropriate form (professional leave, or personal leave) and submit to supervisor.
4. When an employee becomes ill without previous warning, notify the office and or immediate supervisor.
5. When reporting absences, absences must be reported in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments.

LEAVE

Personal Leave

1. Each employee is allowed two (2) personal days per year (1 accrued per semester), non-cumulative, unless contract specifies otherwise.
2. Personal Leave must be recorded on the monthly time card / calendar in quarter increments.
3. Personal leave can be used at any time. If an employee resigns or terminates before the end of said contract and has been paid for un-accrued days, the final paycheck will be adjusted to pay back un-accrued days.

Employees may use discretionary days or personal days (without prior approval) on snow days or other emergency days that the office is closed.

Accrued personal leave will not be paid if separation occurs

Discretionary Leave

Employees receive 12 days of discretionary leave available for use at anytime (accrued one per month per contract length), unless contract specifies otherwise.

At the end of the school year, any unused leave will be accumulated to seventy (70) discretionary days, unless contract specifies otherwise.

1. Discretionary days may accumulate to a total of seventy days, unless contract specifies otherwise.
2. Discretionary leave must be reported on the time card / calendar in quarter increments.
3. A monthly report of remaining discretionary leave will appear on paycheck stubs.
4. Employees who begin after the start of the contract year and part-time employees will receive a percentage of discretionary leave according to the percentage of the contract worked. The following formula will be used to determine the earned discretionary leave for new hired staff: 0-6 days left to work in the month the employee will earn 0 days of sick leave for that month; 7-16 days worked in the employees first month the new employee will earn ½ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one day for their initial month of employment. Each month thereafter the employee will accrue one day of discretionary leave each month they

work.

5. If an employee resigns or terminates before the end of said contract and has been paid for unearned days, the final paycheck will be adjusted to pay back unearned days.
6. Discretionary leave shall cover absences for the employee's own illness and illness or death within the immediate family. Immediate family shall include parents, siblings, spouse, children, grandparents and parents in-laws of the employee.
7. Discretionary leave will not be approved to complete contract unless administration and or Board approves the request. If prior approval is not received, leave will be without pay.

Accrued discretionary leave will not be paid if separation occurs.

Employee on FMLA, extended leave or disability is responsible to submit to Human Resource a physicians release to return to work.

Employees receiving disability pay will follow short-term disability guidelines.

Paid Holidays

Keystone employees receive seven paid holidays. Employee must be employed at the time of the holiday and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day
- c. Thanksgiving
- a. Christmas
- b. New Year's Day
- c. Good Friday
- d. Memorial Day

Professional Leave

1. Employees wishing to attend a conference, workshop, etc. must submit a "Professional Leave Request Form" to their supervisor. The supervisor will then submit it to their MCIT supervisor.
2. The amount of the reimbursement of expenses paid by the fiscal agent for approved professional leave will be at the discretion of the Marshall County Director. Arrangements for direct billing of expenses to be incurred by staff for approved professional leave will be made whenever possible. Receipts of all other claimed expenses must be submitted for reimbursement on the "Conference Expense Voucher". DO NOT SUBMIT

MILEAGE OR OTHER TRAVEL EXPENSES FROM A CONVENTION OR WORKSHOP ON THE MONTHLY "EXPENSE VOUCHER."

Off-site Workshops/Conferences: A Leave Request Form must be submitted to the Marshall County Director. All requests will be carefully considered by the director and returned with the decision about attendance and reimbursement information. Conference information (registration information, conference description) must be attached to the request.

- Reimbursement: To be reimbursed for conference attendance/mileage/meals/etc., submit information with receipts* on the Conference Expense Voucher Form and send it to the Keystone office ATTN: Accounts Payable. Do not submit on the monthly expense voucher.
 - Vouchers must be turned in each month before the fifth day of the month or payment may be delayed until the following month. ** Vouchers for the current school year must be turned in by June 5th; failure to do so may result in non-reimbursement of expenditures.
- Meal Reimbursement: Meals are not reimbursable for day-trip conferences. Meals are only reimbursable for overnight functions in the following manner: If the meal is not provided at the function, the expense of the noon meal as well as morning/evening meals are reimbursable not to exceed the daily amount of \$45. Prior approval on the Professional Leave Request Form is required.

Keystone is a tax-exempt agency. Employees will not be reimbursed for any sales tax or gratuity (tips). No alcoholic beverage is allowed on a receipt (all items on the receipt will not be reimbursed).

1. Staff wishing to attend a conference, workshop, etc. must submit a "Certified Staff Professional Leave Request Form" to the Marshall County Director.
2. Conference information (registration information; conference description) must be attached to the request.
3. All requests will be returned to the employee with the decision about attendance and reimbursement information.
4. To be reimbursed for conference expenses, submit this information with receipts on the "Conference Expense Voucher" form and send to the Central Office ATTN: Accounts Payable. **Do not submit on the monthly expense voucher.**
5. Meals are not reimbursable for day-trip conferences. Meals are only reimbursable for overnight functions. Approved meal allowance is up to

\$45.00 per day. If conference provides breakfast and or lunch the meal stipend will be adjusted accordingly.