

WHITEFORD AGRICULTURAL SCHOOLS
Ottawa Lake, MI 49267

Conditions of Employment for Paraprofessionals/Aides
(Title I Aides, LRE Aides, Virtual Teaching Assistant, CLAWS Coordinator)

August 1, 2023

1. PAID HOLIDAYS:

Labor Day*	Martin Luther King Jr. Day**
Thanksgiving	Good Friday
Day After Thanksgiving	Memorial Day
Presidents' Day**	

**When school is in session prior to Labor Day weekend (i.e., students in the classroom).*

***Only if observed as part of the school calendar.*

Employee must work the entire scheduled workday before and day after a holiday to receive holiday pay unless approval is obtained from the Superintendent. In order to be paid for a holiday, the holiday must fall on a normally scheduled workday.

***If Presidents' Day and/or Martin Luther King Jr. Day are scheduled student days in the school calendar, they will not be paid holidays.*

[Clarification: If an aide is working as a substitute teacher at the request of the district (i.e., due to a teacher sub shortage) on a regularly scheduled workday which falls on the day before or after a holiday, they will receive holiday pay for the affected holiday.]

2. PERSONAL DAYS:

Three (3) days per year shall be available to each aide to conduct personal business which cannot be conducted outside the regular working hours. Such leave shall not be used for seeking other employment, rendering service, or working either with or without remuneration for themselves or for anyone else, for hunting, for fishing, or other vacation or recreational activities. It is further understood such leave shall not be granted for the first day or the last day of the school year nor on the working day immediately preceding or following a vacation period, school break, unpaid leave of absence, or holiday. Such days will be added to sick leave accumulation. Personal leave will be calculated to the nearest one-quarter (1/4) hour. An employee planning to use a personal leave day will notify his/her supervisor seventy-two (72) hours in advance except in cases of emergency. These days will be prorated based upon actual days worked September 1-June 30.

[Clarification: Personal leave hours are posted at the beginning of the school year based on the scheduled full-day work hours at that time. Any changes to full-day work hours during the course of the school year will not be reflected in earned personal leave hours.]

3. SICK LEAVE (PERSONAL OR FAMILY ILLNESS):

Employees will earn one sick day per month (September–June). Unused sick leave shall accumulate from year to year. This accumulation will be capped at one hundred eighty (180) days. Sick leave will be calculated to the nearest one-quarter (1/4) hour. Accrued daily sick time will be set based on employees' work schedule as of October 1 each year. Any adjustments in accruing sick time will only result in a change of scheduled hours of at least one-half hour per day. These days will be prorated based upon actual days worked September 1-June 30.

[Clarification: Sick leave hours are posted at the beginning of each month based on the scheduled full-day work hours for that month. Any changes to full-day work hours during the course of the school year will be reflected in earned sick leave hours if it results in a change of at least one-half hour per day.]

Employees may use personal sick days for family illness without limitation, up to their total accumulation of sick days. Family is defined as spouse, child/stepchild, parents, and parent-in-law.

In the event an employee is laid off, all accrued sick leave and personal leave days will be frozen for a period of two (2) years from the effective date of the lay-off. If the employee is not recalled back to work within a two (2) year period, he/she will forfeit accrued leave days.

Employees who work a minimum of twenty (20) hours per week but less than forty (40), retiring at age sixty-five (65) or with at least ten years of service with Whiteford Schools, will be compensated for sick leave days (number accumulated; capped at 180 days) at twenty-eight dollars (\$28.00) per day.

Employees who work less than twenty (20) hours per week shall be compensated for unused/accumulated sick leave days as follows: fifteen dollars (\$15.00) per day (number accumulated; capped at one 180 days).

In the event of the death of an employee or of a former employee receiving terminal reimbursement payments, the beneficiary or estate of the employee may elect one of the following options:

1. In monthly installments of \$100
2. In a lump sum which will be issued within thirty (30) days of the employee's death

All lump sum and monthly installment payments under this provision will be paid to the Whiteford Agricultural Special Pay Plan. This sum will be paid in monthly installments of not more than \$500.00.

4. BEREAVEMENT LEAVE:

Leave will be granted, up to three days per occurrence without limit, in the event of a death in the immediate family of the employee. Immediate family will be defined as spouse, child/stepchild, parents, siblings, parents-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law and grandchildren. Bereavement leave will be calculated to the nearest one-quarter (1/4) hour. The Board may require proof of relationship. This will not be charged to the employee's sick leave account.

5. **DEDUCT DAYS:**

If an aide chooses to use deduct days, he/she must submit a written request to his/her supervisor and Superintendent at least five (5) business days in advance of the requested day(s) for approval. If an emergency or unexpected situation arises that prohibits the advance approval, the aide must notify his/her supervisor and Superintendent immediately. Deduct days can be requested as full days only. Deduct days are not intended for vacation days and are not automatically approved.

6. **COURT WITNESS/JURY DUTY:**

Court appearance as a witness except where the employee is a party to the action, the employee shall be paid. If the employee is released before the end of the workday, the employee shall contact his or her supervisor to determine when they are to return to work. Employees will be paid while serving on jury duty with the jury stipend returned to the district.

7. **ABSENCE REPORTING:**

All absences shall be reported via Red Rover. It is the responsibility of the employee to report their absences through this software package prior to or no later than 7am the day of the absence. Failure to report an absence timely could result in loss of pay and possible disciplinary action. Available balances (in hours) can be reviewed online via Employee Access Center and will be reflected on employee pay stubs for the noted pay period.

8. **STUDENT ABSENCE (LRE AIDE):**

Paraprofessionals assigned to an inclusion student for the day shall be relieved of duty on any day that the student is absent or leaves school early. Before the paraprofessional is relieved of duty, the district will attempt to reassign the paraprofessional to another inclusion student when at all possible.

9. **DISCIPLINE:**

An employee may be disciplined or discharged with or without cause or notice at the discretion of the employer. The Employee is "at-will."

10. **SNOW DAYS – FOG DELAY DAYS:**

The school year will consist of the number of days of instruction as reflected on the annual school calendar. Scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by the city, county, or state authorities shall be rescheduled to insure that there are the minimum number of hours of actual student instruction as required by law.

Aides will receive their regular pay for the first three (3) days which are canceled. For all subsequent days of school cancelled due to "Act of God" reasons, Aides will not receive their regular pay; rather, they will receive their regular pay when they actually work on rescheduled days at the end of the school year. Aides shall be allowed to use personal business days for school cancellations due to "Act of God" reasons after the first three (3) paid "grace days". If an aide intends to use a personal business day, his/her supervisor should be notified. An aide will submit the personal day in the employee attendance tracking software on the same day as the "Act of God" day. Failure to do so will forfeit the opportunity to use a personal business day.

Aides will receive their normal pay for days which are delayed due to weather conditions (i.e., snow, ice, fog, etc.), as long as the individual clocks in within two (2) hours of the normal start of school.

11. ANNUAL OPENING AIDE MEETING:

Attendance at the annual opening aide meeting prior to the first day of school is mandatory, unless approval is obtained from supervisor and/or superintendent. Any aide who was previously approved to miss the meeting will be expected to make up the training within 10 business days. Aides will be compensated at their hourly rate for attendance at this meeting.

12. WORK TIME:

All work time will be calculated to the nearest quarter of an hour.

13. HOURLY WAGE RATES:

Position	2023-2024	2024-2025
Title/LRE Aides	\$15.29	\$15.75
Virtual Teaching Assistant (MS/HS)	\$19.12	\$19.69
CLAWS Coordinator (ELEM)	\$19.12	\$19.69
Double Bus Run Student Monitor	\$20.29	\$20.90

Double Bus Run Student Monitor: Any aide wishing to be considered for the Double Bus Run Student Monitor position should put it in writing to the building principal no later than the end of the 1st student day. From those interested, the Double Bus Run Student Monitor position will be offered by the building principal or designee on a rotating basis based upon seniority (i.e., Opportunity #1 will be offered to the most senior aide, followed by 2nd, 3rd, etc...; Opportunity #2 will be offered to the 2nd most senior aide, followed by 3rd, 4th, etc...; Opportunity #3 will be offered to the 3rd most senior aide, followed by 4th, 5th, etc...). This will continue for the entire school year. If an aide wants to be removed from this list, they should put it in writing to the building principal at any time.