

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

FULL-TIME CLASSIFIED EMPLOYEES

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INTRODUCTION

The administration of Schoolcraft College is authorized by Board Policy 4155 to create appropriate procedures to embody the concepts contained in that Policy. Accordingly, nothing contained in the following procedures shall be construed as to diminish the authority vested in and reserved by the Board or that authority delegated to the chief administrative officer of the College. Further, any procedure or part of a procedure construed to be in conflict with Board Policy shall be null and void. Finally, the College reserves the right to correct any such conflicts and to modify the following procedures as needed.

PROBATIONARY PERIOD**SECTION 1**

Employees shall serve a 12-month probationary period when initially hired or promoted into a classified position.

SECTION 2

When transferring or promoting into a vacant classified position, the employee will serve a one (1) year probationary period. Exceptions must be requested by the new supervisor and approval given by the Executive Director of Human Resources.

SENIORITY**SECTION 1**

Seniority shall be defined as the length of continuous full-time service at the College computed from the latest date of hire.

SECTION 2

When an employee completes the probationary period, he/she shall be entered on the seniority list and his/her seniority shall be computed from the latest date of hire. There shall be no seniority among probationary employees.

SECTION 3

An employee shall lose his/her seniority for the following reasons:

- a. Resignation
- b. Discharge
- c. Death
- d. Retirement
- e. Layoff for a continuous length of time equal to his/her accrued seniority or one year continuous layoff, whichever is least.
- f. Failure to return from a leave of absence.
- g. After being on an approved health leave in excess of twelve (12) months.
- h. Job abandonment

Seniority will not accrue during periods of personal leave or layoff.

JOB DESCRIPTIONS

The Human Resources Office shall be responsible for developing a job description for each classified position. A copy of the job description shall be given each employee upon hiring.

HOURS**SECTION 1**

All full-time classified employees are scheduled to work forty (40) hours per week. Each employee is entitled to two (2) paid fifteen (15) minute breaks during the normal work day. These breaks may be combined with the supervisor's permission. Full-time Classified employees are expected to take a mid-day unpaid break.

SECTION 2

Factors considered in setting shift assignments for Schoolcraft Police Officers are the needs of the College, the needs of the requesting Officers, and the seniority of the Officers.

OVERTIME, COMPENSATORY TIME, AND SHIFT DIFFERENTIAL**SECTION 1**

All scheduled and approved time over forty (40) hours worked in a given workweek, shall be paid at the rate of time and one-half. Exception time such as vacation, sick, personal business, compensatory, holiday, military, bereavement, and jury duty will not be counted toward the 40 hours of time worked per week that is required for time and one-half overtime pay.

All overtime must be approved, in advance, by the employee's immediate supervisor. Work schedules shall not be indiscriminately altered to avoid overtime.

SECTION 2

When an employee receives notice on a given work day that he/she will be working beyond his/her regular shift, the additional time shall be compensated at the overtime rate of time and one-half rate of pay once forty (40) hours have been worked in a given workweek.

SECTION 3

If an employee is required to return to campus after the completion of his/her regularly scheduled working hours, he/she shall be compensated at the overtime rate of time and one half rate of pay for the time worked.

SECTION 4

In assigning overtime, preference shall normally be given to the full-time personnel who usually perform the work during the regular shift. (The Schoolcraft Police Department shall utilize a rotational system for assigning overtime.)

SECTION 5

In lieu of payment for overtime worked, the employee and management may agree to compensatory time off (at the overtime rate).

SECTION 6

When the College is forced to close on the day an employee is scheduled to take compensatory time off, that compensatory time shall be rescheduled.

SECTION 7

Full-time employees whose work schedule starts between the hours of 11 a.m. and 7 p.m. shall receive a shift differential of fifty (50) cents per hour for all hours worked that day. Full-time employees whose work schedule starts between the hours of 7:00 p.m. and 4:00 a.m., shall receive a shift differential of fifty-five (55) cents per hour for all hours worked that day.

PERFORMANCE EVALUATIONSSECTION 1—NON-PROBATIONARY EMPLOYEES

The performance evaluation of non-probationary employees shall be a continuous process and shall include at least one (1) formal, written appraisal per year (normally in April) by the immediate supervisor. The purpose of the evaluation is to improve the quality of performance of employees. The performance evaluation will be the basis for:

- a. Determining if a salary increase is warranted, and establishing the amount of the increase.
- b. Determining if a merit payment is warranted, and establishing the amount of the merit.
- c. Determining if continued employment is warranted.

Under the performance evaluation plan, the following shall apply:

- a. Before the formal evaluation takes place, the evaluator will discuss each proposed evaluation with the appropriate executive administrator.
- b. The evaluator will discuss the evaluation with the employee.
- c. The employee's written statement will be included on the performance evaluation form.
- d. Where performance improvements are necessary, a detailed, specific improvement plan will be attached to the evaluation form.
- e. A copy of the evaluation form will be furnished the employee.

Acceptable Ratings

When the annual performance evaluation rating is "Meets Standards" or higher (2.90 or higher on the rating scale), the employee will receive the full amount of any general wage increase authorized for classified staff.

Merit Award

When the performance evaluation rating is 2.90 or higher, the employee will receive a merit award. The merit award shall be paid in June and shall not be added to the base pay.

Unacceptable Ratings

When the annual performance evaluation rating is "Below Standards" (1.90 but less than 2.89) for the first time, the employee can expect that:

One-half of the wage increase will be given.

- 1) The employee will have a reasonable time (established at the time of the evaluation) to improve his/her performance.
- 2) Quarterly, written performance evaluations and conferences will be held.

When the annual performance evaluation rating is "Below Standards" (1.90 but less than 2.89) for the second consecutive time, the employee can expect that:

- 1) No wage increase will be given.
- 2) Employment will be terminated. Notice of termination shall be given within thirty (30) days of the evaluation and the employee will receive two (2) weeks of pay.

When the annual performance evaluation rating is "Unsatisfactory" (less than 1.90), the employee can expect that:

- 1) No wage increase will be given.
- 2) The employee will be placed on an immediate action plan and will have a period of time (established at the time of the evaluation) to improve his/her performance. If performance does not improve to an acceptable rating by the end of that specified timeframe, employment will be terminated.

Appeal Process

If an employee disagrees with his/her evaluation, he/she may appeal to the divisional Vice President (or President where appropriate). The appeal must be made, in writing, within five (5) working days of the evaluation. The evaluator's Vice President (or President where appropriate) and the Executive Director of Human Resources shall jointly review the evaluation within ten (10) working days of the receipt of the appeal and may confer with the evaluator and/or the employee. The Vice President (or President where appropriate) shall take appropriate action within five (5) working days of the above review.

SECTION 2—PROBATIONARY EVALUATION

The Classified employee evaluation form will be used for the evaluation of a probationary employee who will be evaluated after six (6) months of employment and near the end of the twelve (12) month probationary period. The following shall apply:

- 1) A rating of "Meets Standards" or higher (2.90 or higher) with the supervisor's recommendation will change the individual's employment status from probationary to regular.
- 2) A rating of "Below Standards" (1.90-2.89) will result in an extension of the probationary period for six (6) months with at least two (2) evaluations performed during that period.
- 3) A rating of "Unsatisfactory" (less than 1.90) on the probationary employee's six (6) month performance evaluation (with the supervisor's recommendation) will result in termination. Notice of termination shall be given within thirty (30) days of the evaluation and the employee shall receive two (2) weeks of pay.

Upon successful completion of the probationary period, the employee will be eligible for any wage increase granted to classified employees during the employee's probationary period, provided there were no performance problems during the probationary period, and the supervisor recommends the increase.

Employees who are on probationary status after March 31 shall not be eligible for any portion of a merit award for that year. Those completing probation by March 31 shall be eligible for a proration of the merit from the end of probation to April 30, provided the evaluation rating warrants a merit payment.

HOLIDAYS

The following paid holidays shall be observed: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. Should any of these holidays fall on a Saturday, the first preceding work day shall be observed as the holiday. Should any of these holidays fall on a Sunday, the first succeeding work day shall be observed as the holiday. An employee who is required to work a holiday shall receive, in addition to scheduled holiday pay, straight time for each hour worked and additional vacation time for each hour worked.

VACATION**SECTION 1**

Upon initial appointment, the employee shall be granted the annual credit of sixteen (16) days of paid vacation prorated to July 1. For successive full fiscal years of employment, employees shall receive sixteen (16) days, then eighteen (18) days, then twenty (20) days, then twenty-two (22) days, and then twenty-three (23) days of paid vacation every July 1. Vacation shall be prorated from July 1, based on hiring or termination. The College reserves the right to collect overpayments of vacation.

SECTION 2

Vacation time will be taken within eighteen (18) months after it is credited (i.e. prior to the last work day in December).

SECTION 3

Where operational considerations permit, the vacation schedules will be determined according to seniority for those classified employees within a department. In the event of equal seniority, priority shall be determined by the drawing of lots.

SECTION 4

Where an employee cannot use his/her scheduled vacation days due to illness or a College closing, the employee shall have the option of rescheduling those days.

SECTION 5

Employees assigned to work between Christmas Day and New Year's Day (when such days have been designated as "special holidays") shall receive notice no later than December 1. Time worked shall be added to the employee's vacation bank.

SICK LEAVE

Sick leave may be taken for the personal illness or injury of the employee, or immediate family member of the employee within the household or responsibility. Upon initial employment, the employee will be credited twelve (12) sick leave days prorated to July 1.

Annually, thereafter, on July 1, employees shall receive twelve (12) days of paid sick leave. Maximum total accumulation shall not exceed 120 days. The College reserves the right to collect overpayments of sick leave.

PERSONAL BUSINESS

Each employee shall be granted personal business days as deemed necessary by the appropriate administrator.

BEREAVEMENT LEAVE

All requests for bereavement leave shall be forwarded to the Executive Director of Human Resources or designee for approval with a copy to the employee's supervisor. The number of days granted, shall be those deemed necessary for travel to and from funerals and attendance at funerals. Leaves granted shall not be deducted from the accumulated sick leave.

JURY DUTY

An employee who is called and reports for jury duty shall receive his/her full salary for the duration of jury duty. The employee is required to provide the jury duty summons notice to their supervisor and provide satisfactory evidence that the jury duty was performed on the day(s) summoned.

EMERGENCY CLOSING

Where it becomes necessary for the President or his/her designee to close the College due to an emergency:

- 1) Employees not required to work shall be compensated at straight time pay for those hours they were scheduled to work but did not work.
- 2) Employees required to work shall, in addition to the compensation set forth in 1 above, receive additional straight time pay for any hours worked on the day, including overtime hours. Shift differential shall be applied when appropriate.

UNPAID LEAVES OF ABSENCE**SECTION 1**

Regular employees may apply for unpaid leaves of absence. While on leave, except for Military Leave, the employee shall have the option of maintaining his/her group insurance coverage by making premium payments according to established procedure.

SECTION 2—HEALTH LEAVE, LEAVE FOR THE CARE OF AN ILL MEMBER IN THE IMMEDIATE FAMILY, STUDY LEAVE, AND MISCELLANEOUS LEAVE

The following general conditions shall apply to the leaves covered in this section:

- a. Applications for a leave of absence shall be submitted in writing to the Executive Director of Human Resources at least sixty (60) days prior to the requested effective date of the leave. Leaves of absence shall be granted only upon the recommendation of the appropriate executive administrator and with the approval of the President. The applicant shall be informed of the President's decision within thirty (30) days after receipt of the application.
- b. In the event a leave is necessitated by immediate circumstances, the application shall be submitted in writing to the Executive Director of Human Resources. The applicant shall be informed of the President's decision within fifteen (15) days after receipt of the application.
- c. For leaves of absence for less than ninety (90) days, the employee shall return to his/her former position on the agreed date. Failure to do so shall constitute a voluntary resignation unless, in the opinion of the President, extenuating circumstances exist.

- d. For leaves of absence for ninety (90) or more days, the employee shall, at least sixty (60) days prior to the expiration date of the leave, submit in writing to the Executive Director of Human Resources either his/her intention to return as agreed or request an extension of the leave. Failure to do so or failure to return as agreed shall constitute a voluntary resignation unless, in the opinion of the President, extenuating circumstances exist. An employee returning to work in compliance with this paragraph shall be assigned to his/her former position or a similar one.
- e. Health Leave—An employee may request a leave for health reasons for up to one (1) year. Such request shall be accompanied by a written diagnostic statement from the attending physician. Likewise, a notice of intention to return shall be accompanied by a physician's statement attesting to the employee's fitness to resume work. The College may, at its own expense, additionally require a concurring opinion from another physician of its choice before permitting the employee to return. In the absence of agreement, the College may, at its own expense, seek additional medical opinion(s) from mutually agreeable source(s).
- f. Leave for the Care of an Ill Member in the Immediate Family—An employee may request a leave to care for an ill family member in the immediate family. "Immediate family" shall mean the employee's spouse, children, and parents. The leave of absence shall not exceed one (1) year unless extended by the President.
- g. Study Leave—An employee may request a leave of absence for job related study. Such request shall include a statement from the employee as to how the leave would enhance his/her job performance upon return to work. The leave shall not exceed one (1) year unless extended by the President.
- h. Miscellaneous Leave—A leave of absence for purposes other than those enumerated above may be granted upon the recommendation of the appropriate executive administrator and with the approval of the President. The leave shall not exceed one (1) year unless extended by the President.

SECTION 3—PARENTAL LEAVE

A parental leave of absence may be requested for the purpose of child bearing and/or rearing as follows:

- a. An employee who is pregnant may request, documented by physician's statement, a leave to begin at any time during the pregnancy through ninety (90) days following the birth. Except in case of emergency, the request shall be made in writing at least thirty (30) days in advance to the Executive Director of Human Resources and the immediate supervisor. An employee may continue working late into the pregnancy, if physically able as determined by her and her physician. All or any portion of a leave taken by an employee because of a medical disability will be taken as sick leave.
- b. An employee whose wife is pregnant may request and shall be granted a leave to begin any time from the birth through the annual date of the birth.
- c. An employee adopting a child of age one (1) year or less may request a leave for ninety (90) days after receiving custody or prior to receiving custody if necessary to fulfill adoption requirements.

- d. The employee may request one (1) leave extension up to an additional ninety (90) days except in cases of medical disability.
- e. An employee who is granted a parental leave shall return to his/her position on the agreed upon date. If that position is no longer in existence, the employee shall return to a substantially equivalent position. Failure to return at the agreed upon date will constitute a voluntary resignation.

SECTION 4—MILITARY LEAVE

An employee who enters into active duty or any reserve component of the Armed Forces of the United States shall have the conditions of that leave governed by applicable provisions of State and Federal law, including the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

A military leave of absence may be requested for an employee if they present official orders requiring his/her attendance for a period of training or other active duty as a member of the United States Armed Forces. The request must be submitted to the employee's supervisor and Human Resources in advance of the leave.

The employee shall be paid the difference between the employee's regular wage and the allowance paid by the governmental authority for such active service, if such difference is less than the employee would receive for a comparable time worked for the college, provided the total period of such service does not exceed 15 days or two calendar weeks in any single fiscal year. Before such payment is made, the employee must provide Human Resources with their official orders stating the period of duty and the allowance by the governmental authority for such service. In cases where there is a choice of time for such duty, the matter must be discussed with the employee's supervisor in order to select a time period that is least disruptive to work responsibilities.

Employees who perform service on active duty in excess of 15 calendar days in the uniformed services of the United States may request an unpaid leave of absence.

INSURANCE

Each employee shall be entitled to receive coverage under the Schoolcraft College group insurance plan as set forth in the applicable Classified Employees Benefits Summary.

DEPENDENT CARE PLAN

The College has established a dependent care plan for covered employees, allowing them to redirect a part of their income to pay for dependent care expenses. (See College's Dependent Care Plan Guidelines)

EDUCATIONAL GRANT

The employee shall be provided an educational grant for the payment of one hundred percent (100%) of their tuition and one hundred percent (100%) of the tuition of their spouse and children (as defined by the Internal Revenue Code relating to qualified tuition reduction programs) who attend classes for credit at Schoolcraft College. All fees are considered separate from tuition and are paid by the individual registered.

The Educational Grant Fund may also be applied to Continuing Education and Professional Development noncredit course tuition not to exceed equivalent resident tuition.

For participation in the Educational Grant, the employee must, prior to each registration, contact the Human Resources Office to request a tuition grant (either for himself/herself, his/her spouse, or child). Where the request is for a child, the employee must also complete the Tuition Authorization for Child form.

DEGREE OR PROFESSIONAL CERTIFICATION

To recognize and encourage employees to learn new skills and to pursue formal training or education that will enhance their job effectiveness, the College shall under certain conditions award a five percent (5%) increase, not to exceed the maximum of the salary range, to employees who complete an appropriate degree or obtain a recognized certified professional status. In order to qualify, the degree must be obtained through a college or university that meets the accreditation standards designated by Schoolcraft College. The employee shall present proper documentation of this achievement to the Executive Director of Human Resources for verification. For purposes of this section, only one certified professional status or degree level shall be recognized. The employee would be expected to earn his/her additional degrees at the next higher level.

TUITION REIMBURSEMENT

An annual fund of twenty thousand dollars (\$20,000) has been established to reimburse employees for tuition charges for non-Schoolcraft College courses. An employee may qualify for an initial tuition reimbursement of up to one thousand dollars (\$1,000) per fiscal year subject to the following conditions:

- 1) The class(es) are not available at Schoolcraft College.
- 2) The study is related to the individual's employment at the College.
- 3) Prior approval is obtained from the appropriate executive administrator.
- 4) The employee receives a grade of "C" or better in the course.
- 5) The courses are taken at a college or university that meets the accreditation standards designated by Schoolcraft College.

Payment shall be made after completion of the course, written documentation of tuition cost, and written proof of grade received. In the event the fund is not expended by the end of the fiscal year, employees may receive additional reimbursement, not to exceed fifty percent (50%) of their total tuition costs per fiscal year beyond the initial one thousand dollar (\$1,000) stipend. Such requests shall be made to the Executive Director of Human Resources through the appropriate executive administrator by June 1st. Remaining funds shall be prorated to the qualified requesting employees. Reimbursement under this procedure will be made for one degree or credential.

UNIFORMS

Schoolcraft Police Officers shall be granted four hundred forty dollars (\$440) per year, prorated quarterly, for uniform purchase and maintenance.

SEVERANCE PAY

After ten (10) years of service, each employee, upon severance due to retirement or death, shall receive a severance benefit in the amount of two thousand five hundred dollars (\$2,500). Additional severance credit may be earned at the rate of two hundred and fifty dollars - (\$250) for each additional year of employment after the tenth year. In no case would the maximum payment exceed ten thousand dollars (\$10,000). Payment in the case of a deceased employee shall be made to the beneficiary or to the estate of the deceased.

GRIEVANCE PROCEDURE

SECTION 1—DEFINITIONS

- a. The term “grievance” shall mean an allegation that Board Policy 4155 or Board Procedure 4155.1 has been violated.
- b. The term “grievant” shall mean the employee or employees alleging the violation.
- c. The term “day” shall mean work days excluding Saturdays, Sundays, and holidays.

SECTION 2—PROCESSING

- a. All grievances shall be filed and processed on forms developed by the administration.
- b. The time limits indicated at each level shall be considered as a maximum; however, these time limits may be extended by written agreement of the parties.
- c. The failure of an employee to proceed to the next step of the grievance within the time limits specified shall be deemed an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of the College to render a decision within the time limits specified shall permit the grievant to proceed to the next step.

SECTION 3—PURPOSE

The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.

SECTION 4—STRUCTURE

All grievances shall be processed in the manner set out below. A grievance must be initiated with the appropriate supervisor within fifteen (15) days from the date the employee knows, or through the exercise of reasonable diligence, should have known of the event upon which the grievance is based. In no event shall a grievance be initiated after ninety (90) days from the date of the event, giving rise to the grievance.

Level One

Within ten (10) days from receipt of a written grievance, the appropriate supervisor shall meet with the grievant and attempt to resolve the grievance. Within five (5) days of such meeting, the appropriate supervisor shall render a written decision on the grievance. In the event the grievant is not satisfied with the disposition of the grievance, the grievant shall have five (5) days to submit the grievance to Level Two.

Level Two

Within ten (10) days from the receipt of the grievance, the Executive Director of Human Resources shall meet with the grievant and attempt to resolve the grievance. Within ten (10) days of such meeting, the Executive Director of Human Resources shall render a written decision on the grievance. In the event the grievant is not satisfied with the disposition of the grievance, the grievant shall have five (5) days to submit the grievance to Level Three.

Level Three

Within ten (10) days from the receipt of the grievance, the President or his/her designee shall meet with the grievant and attempt to resolve the grievance. Within ten (10) days of such meeting, the President or his/her designee shall render a written decision on the grievance. The decision of the President shall be final and binding.

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