

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

PART-TIME POLICE OFFICER AND PART-TIME IOC TECHNICIAN

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SECTION 1—PROBATIONARY EVALUATION

The Classified employee evaluation form will be used for the evaluation of a probationary part-time police officer and part-time IOC technician 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.
- 1) 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.
- 2) 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.

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 before March 31 shall be eligible for a prorated merit from the end of probation to March 31, provided the evaluation rating warrants a merit payment.

SECTION 2—NON-PROBATIONARY EMPLOYEES

The performance evaluation of non-probationary part-time police officers and part-time IOC technicians 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.

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 Chief (or President where appropriate). The appeal must be made, in writing, within five (5) working days of the evaluation. The evaluator's Chief (or President where appropriate) and the Chief Human Resource & Risk Management Officer 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 Chief (or President where appropriate) shall take appropriate action within five (5) working days of the above review.

Merit Award

When the performance evaluation rating is 2.90 or higher, and the part-time police officer or part-time IOC technician has worked at least 1040 hours during the evaluation period (usually April of the previous year through March of the current year) the employee will receive a merit award. The merit award for part-time police officers and part-time IOC

technicians shall be half of the full-time merit award amount. Part-time police officers and part-time IOC technicians who work less than 1040 hours will not be eligible for the merit award. The merit award shall be paid in June and shall not be added to the base pay.

PAID TIME OFF

Upon initial employment, part-time police officers and part-time IOC technicians shall be granted the annual credit of 40 hours of paid time off, prorated to July 1. For following full fiscal years of employment, employees shall receive 40 hours of paid time off (PTO). PTO may be used for sick, vacation or personal time off requests. Paid time off shall be prorated from July 1, based on new hire or termination. The College reserves the right to collect overpayments of paid time off. Paid time off will be taken within eighteen months after it credited (prior to the last work day in December).

OVERTIME

When part-time police officers or part-time IOC technicians work more than 40 hours in a given week, time worked over 40 hours shall be paid at the overtime rate.

HOLIDAYS AND EMERGENCY CLOSINGS

Part-time police officers and part-time IOC technicians that are scheduled to work on named College holidays, a holiday that falls on a weekend, the days between Christmas and New Year's, Easter Sunday, or during an emergency closure of the College shall be paid at the overtime rate for their shift.

EDUCATIONAL GRANTS

Part-time police officers or part-time IOC technicians, their spouses and their dependent children (as defined by the Internal Revenue Code relating to qualified tuition reduction programs) shall be eligible for 100% tuition for up to six (6) credit hours (or CEU equivalent) for each of the Fall, Winter, Spring and Summer semesters at Schoolcraft College. This benefit shall not accrue; each semester resets the benefit.

The Educational Grant may also be applied to Personal & Professional Learning non-credit course tuition for the part-time officer, their spouse and their dependent children.

All associated fees are considered separate from tuition and are the responsibility of the individual registering.

BEREAVEMENT LEAVE

All requests for bereavement leave shall be forwarded to the Director of Compensation and Benefits 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

A part-time police officer or part-time IOC technician who is called and reports for jury duty on an otherwise scheduled day of work shall receive his/her full salary for any scheduled days of work for the duration of jury duty. The officer 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.

SHIFT DIFFERENTIAL

Part-time police officers and part-time IOC technicians 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. Part-time police officers and part-time IOC technicians 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.

UNIFORMS

Part-time police officers shall be granted three hundred dollars (\$300) per year, prorated quarterly, for uniform purchase and maintenance.

Adopted—HR & Risk Management
November 8, 2021