

FRANKENMUTH SCHOOL DISTRICT

LAY LIBRARIANS

WAGE AND BENEFITS SCHEDULE 2009-2012 SCHOOL YEAR

The designation "School Year Lay Librarian" indicates a librarian who works 200 days a year with the work days assigned by the Principal or other immediate supervisor. These librarians may be given student vacations (Christmas, Easter) off without pay on the recommendation of the Principal or immediate supervisor.

If a lay librarian desires, her salary can be computed on a basis of 26 bi-weekly payments which will provide a continuing check throughout the school Christmas, Easter and summer vacation periods. Employees selecting such payments should contact the payroll department prior to the end of the first week of work, and the Principal should submit a schedule of work for the school year to the District Office.

A work day shall consist of eight hours and a work week of 40 hours. In an emergency, if more than 40 hours are worked in a week, the time may be taken off the following week or the employee paid on an overtime basis which shall be 1½ times the regular rate.

The Building Principal and/or the Superintendent shall fix the time of schedules for the opening and closing of all school offices within each building. Principals will annually notify the Superintendent of office hours and employee annual work schedules.

Vacations

Lay librarians do not receive a paid vacation but are paid for five holidays:

<i>Labor Day</i>
<i>Thanksgiving</i>
<i>Day After Thanksgiving</i>
<i>Good Friday</i>
<i>Memorial Day</i>

Sick Leave

Full time employees will be allowed one day sick leave for each month worked, which may accumulate to 50 days. Sick leave will be paid in half or full-day multiples. Payment will not exceed the accumulated total allowed.

Upon retirement or resignation, any fulltime employee with fifteen (15) or more years of District service will be paid \$35 per day for their accumulated sick days. To be eligible for payment for

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Sick Leave (continued)

accumulated sick days, the employee must give written notice of intent to retire or resign at least 60 days prior to their expected separation date. In the unfortunate event that the qualifying employee dies after having served notice of intent to retire or resign, payment will be made to the beneficiary named in the written notice.

Personal Leave

Full time employees are entitled to two days of personal leave per school year. Personal leave days may only be taken for the purpose of conducting business which cannot be conducted during normal time away from the job. A written request for personal leave should be submitted to the immediate supervisor at least four days in advance of the requested leave day.

Insurance Program

Full time District employees may participate in the medical, vision, dental, life, and salary protection programs offered to the instructional staff.

Act of God Days

Lay librarians may, at the discretion of the Building Principal and with the approval of the Assistant Superintendent, be asked to report for work as soon as they are able on days when school is called off because of bad weather. If the employee does not work on these days, the Building Principal will make arrangements so that the employee's work year includes 200 days.

FRANKENMUTH SCHOOL DISTRICT WILL NOT DISCRIMINATE IN EMPLOYMENT OR OTHER MATTERS ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, MEDICAL CONDITION, HANDICAP, OR ANY OTHER LEGALLY PROTECTED STATUS.

LAY LIBRARIANS

Lay Librarians			
Step	2009/2010	2010/2011	2011/2012
0	\$17,789	\$17,966	\$18,236
1	\$19,472	\$19,667	\$19,962
2	\$21,146	\$21,358	\$21,678
3	\$22,839	\$23,067	\$23,413
4	\$24,522	\$24,767	\$25,139
5	\$26,205	\$26,467	\$26,864
6	\$27,889	\$28,168	\$28,590
7	\$29,573	\$29,869	\$30,317
8	\$31,260	\$31,572	\$32,046

FRANKENMUTH SCHOOL DISTRICT

STANDARDS OF BEHAVIOR

All School District Employees:

In compliance with Federal rules (Drug Free Schools and Communities Act Amendments P.L. 101-226), the following information is provided as a part of the work agreement and as a part of the official Board Policies.

- A. Possession of illicit drugs and alcohol on school grounds or on school buses or in school facilities or at school activities is strictly forbidden. Such possession will be grounds for disciplinary action as described in item D below.
- B. Use of such illicit drugs and alcohol while at work for the District or appearing for work under their influence shall be cause for disciplinary action.
- C. Sale of such illicit drugs or alcohol to other employees, students, or others on school grounds or buildings will be cause for immediate dismissal from employment with the right of due process.
- D. Disciplinary Sanctions:
 - 1. Possession of illicit drugs or alcohol on school property or use of such drugs or alcohol while at work or reporting for work under their influence, first offense:
 - a. Four-week layoff without pay and enrollment in an appropriate rehabilitation program. Such program must be completed prior to completion of disciplinary sanctions.
 - 2. Second offense:
 - a. Dismissal from employment. Employees accused of such actions shall have the right of due process.