

Utica Community Schools  
Board of Education Policy  
Rules and Regulations

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4105 POLICY – Physical Examination

The Utica Community Schools may require applicants to submit to a physical examination prior to being offered employment.

The Utica Community Schools may require an employee to submit to an independent medical examination by a doctor selected by the District to determine an employee's fitness for duty.

Such examinations are provided at the expense of the Board of Education.

Policy  
Adopted: 11/25/63  
Revised: 09/27/99

Board of Education Utica Community Schools



4105 RULES AND REGULATIONS – Physical Examination - Plant Operation and Maintenance and Office Service

All physical examinations at Board of Education expense shall be arranged by the Directors of each non-instructional staff.

In addition, a negative TB test report made within the previous year shall be filed upon initial assignment to probationary status and every three (3) years thereafter.

Employees shall take advantage of TB skin tests (offered by the district), with results to be filed with the staff director for the personnel folder.

Rules and Regulations  
Adopted: 11/25/63  
Revised: 07/94

Superintendent of Schools



4105 RULES AND REGULATIONS – Physical Examination - Food Services

Each cook shall maintain a valid food handler's permit.

All physical examinations at Board of Education expense shall be arranged by the Directors of each non-instructional staff.

In addition, a negative TB report made within the previous year shall be filed upon initial assignment to probationary status and every three (3) years thereafter.

Rules and Regulations  
Adopted: 11/14/63  
Revised: 07/21/92  
Revised: 07/94

Superintendent of Schools



4110 POLICY – Non-Instructional Staff - Appointments and Promotion

Appointments for employment and promotion in the non-instructional area, except for central administrative positions, shall become final upon approval of the Superintendent of Schools or his/her designee.

Policy  
Adopted: 11/25/63  
Revised: 09/27/99

Board of Education Utica Community Schools



4115 POLICY - Evaluation

Appropriate means of evaluating an employee's performance shall be determined and evaluations shall be made a part of each personnel file.

Policy  
Adopted: 11/25/63  
Revised: 09/27/99

Board of Education Utica Community Schools



4115 RULES AND REGULATIONS – Evaluation

Evaluation shall be a continuous process and written reports completed annually and at other appropriate times, by the employee's supervisor(s), signed by the employee and filed in their personnel folder.

Rules and Regulations  
Adopted: 11/25/63  
Readopted: 07/94

Superintendent of Schools



## 4120 POLICY – Compensation- Co-Curricular Activities

Compensation for coaches, sponsors and directors of co-curricular activities shall be as specified in the Collective Bargaining Agreement between the Utica Community Schools and the Utica Education Association.

When the coach, sponsor or director is not a member of the teacher bargaining unit, the compensation for co-curricular activities shall be that which is specified in the teacher contract for like activities with the same experience factor. The compensation shall be rounded off to the lowest dollar. In no instance shall compensation for non-bargaining unit coaches, sponsors and directors be greater than that paid to teacher bargaining unit members.

Policy  
Adopted: 09/26/83

Board of Education Utica Community Schools

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Posted October, 2011  
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4125 POLICY – Workman's Compensation

In the event of an on-the-job accident in which the employee is entitled to benefits under the Workman's Compensation Act the balance of the employee's average weekly earnings not covered by Workman's Compensation, shall be covered by sick leave pay, and this portion (sick leave pay) only to be deducted from the employee's accumulated sick leave.

Policy  
Adopted: 11/25/63

Board of Education Utica Community Schools



## 4125 RULES AND REGULATIONS – On-The-Job-Injury

Any employee incurring an injury while engaged in the performance of work duties shall report details of the accident to their principal or director who, in turn, shall abide by the following procedures:

1. Principal or supervisor shall contact the personnel office. Authorization will be given for treatment at the Corporate Health Service or Troy Beaumont Occupational Health Center.
2. If the injury warrants immediate emergency attention, employee may be taken to the nearest hospital.
3. Notice shall be posted in all school buildings indicating name, address and telephone number of the medical facilities to be utilized by employees.
4. The custodial room shall be posted with the name, address and telephone number of the 24-hour emergency facility. Afternoon and evening shift custodians should contact their operations supervisor by code phone when medical attention is required for an on-the-job- injury.

Rules and Regulations  
Revised: 9/21/83  
Revised: 07/94

Superintendent of Schools



## 4135 POLICY – Professional Growth

To encourage continuous professional growth of its administrative staff, administrators may attend appropriate conventions, conferences and in-services both in-state and out-of-state at Board of Education expense upon prior approval of the appropriate Assistant Superintendent and/or the Superintendent of Schools.

Participation in appropriate local associations is encouraged and necessary expenses incurred are to be recorded on the monthly Request for Reimbursement of Expenses.

Policy  
Adopted: 10/28/63  
Revised: 09/27/99

Board of Education Utica Community Schools



## 4135 RULES AND REGULATIONS – Professional Growth - Conferences and Conventions

Advances for necessary expenses to be incurred at national, state or other in-service conferences must be submitted on the "Request for Conference Leave" form and approved by the appropriate administrator(s). The district will reimburse for lodging at the published single rate for the conference per night. If a published rate is not available, reimbursement will be provided at reasonable and customary rates for the area. The maximum allowance for meals is \$40 per day, with no one meal exceeding \$25.

Allow as much time as possible for the processing of a "Request for Conference Leave" form. Airline tickets will be obtained by the Purchasing Department at the lowest rate available. This usually requires a 30-day advance purchase.

When the conference has been completed all expenses must be documented on the leave forms, substantiated by original receipts and signed by the approving administrator(s) within ten working days. Only reasonable expenses will be allowed.

Rules and Regulations  
Revised: 1/1/87  
Readopted: 07/94  
Revised: 10/9/95  
Revised: 08/01

Superintendent of Schools



4200 POLICY – Employee Conflict of Interest

Employees of the Utica Community Schools are not to engage in activities or enterprises which conflict or interfere with their duties and/or responsibilities to the school system.

Policy  
Adopted: 10/11/76  
Revised: 03/23/98

Board of Education Utica Community Schools



## 4200 RULES AND REGULATIONS – Employee Conflict of Interest

These guidelines are designed to illustrate the scope of the Conflict of Interest Policy and are not meant to encompass all the possible circumstances that could be covered by this policy.

Each situation will be evaluated individually in light of the circumstances involved and the varied duties and responsibilities of each employee.

1. No employee of the Utica Community Schools shall engage in or have a financial interest in any activity that conflicts with his or her duties and responsibilities to the school system.
2. Employees shall not engage in outside work for personal gain of any kind during their normal school working day.
3. Employees shall not engage in activities or enterprises for financial gain which utilize school district equipment, supplies or facilities.
4. Employees shall not engage in activities or enterprises, either directly or indirectly, where the source of information concerning customer, client, or employer originates from any information obtained through the school system.

Rules and Regulations  
Adopted: 10/25/76  
Readopted: 07/94

Superintendent of Schools



## 4205 POLICY - Conflict of Interest - Public Contracts

Elected and appointed officials, as well as all Utica Community Schools employees, are considered a “Public Servant” as defined by “Contracts of Public Servants with Public Entities Act” MCL 15.321 et.seq.

A public servant shall not be a party, directly or indirectly (as defined in Rules and Regulations), to any contract between himself or herself and the public entity of which he or she is an officer or employee, without appropriate disclosure.

A public servant should consider the possibility of conflict of interest when direct or indirect solicitation is on the behalf of:

- him or herself
- any firm, co-partnership or other unincorporated association of which he or she is a partner, member or employee
- any private corporation in which he or she is a stockholder owning more than 1% of the total outstanding stock of any class (if the stock is not listed on an exchange) or stock with a present total market value in excess of \$25,000 (if stock is listed on an exchange), or any private corporation in which the public servant is a director, officer or employee
- any trust of which he or she is a beneficiary or trustee

A public servant shall not partake in negotiation, renegotiations, amendment or approval of any contract between himself or herself and the public entity of which he or she is an officer or employee.

Disclosure, in the event of Conflict of Interest, is required (see Rules and regulations) for each contract submitted to the official body (the Board) for approval.

A public servant violating “Contracts of Public Servants with Public Entities Act” MCL 15.321 et.seq. may be guilty of a misdemeanor.

*Legal Reference: “Contracts of Public Servants with Public Entities Act” MCL 15.321 et.seq.*

Policy  
Adopted: 3/23/98  
Revised: 2/28/05  
Re-adopted: 2/25/08

Board of Education Utica Community Schools



4205 RULES AND REGULATIONS - Conflict of Interest-Public Contracts

- A. A Board member or any employee of the School District shall not directly or indirectly solicit or be a party to any contract between the School District or himself or herself; any firm, including co-partnership or other unincorporated association of which he or she is a partner, member or employee; any private corporation of which he or she is a stockholder owning more than 1% of the total outstanding stock of any class of stock if the stock is not listed on a stock exchange; any public corporation of which he or she is a director, officer, or employee, or of which he or she has stock with a present total market share in excess of \$25,000.00 if the stock is listed on a stock exchange; or, any trust of which he or she is a beneficiary or trustee, unless the Board member or employee, before the contract or transaction is considered by the Board of Education, promptly discloses the pecuniary interest he or she may have in the contract or transaction in accordance with Paragraph B, below, and he or she thereafter abstains from participating in any discussion of the matter and from voting on the contract or transaction, as set forth in Paragraph D, below.

The prohibition set forth in this Paragraph A shall not apply to an employee of the School district who is paid for working an average of 25 hours per week or less for the School District.

It is not the intent of this Policy to prevent the Board of Education from authorizing a contract or transaction with a private or public corporation, partnership, unincorporated association, business, trust, or any other type of entity merely because a Board member or employee of the School District is an employee, stockholder, officer or director of any such entity.

- B. A Board member or employee must promptly disclose his or her pecuniary interests in any prospective contract or transaction with the School District to the Board of Education in the following enumerated ways, and such disclosure shall be made a matter of record in the Board of Education minutes:
1. If the Board member or employee will directly benefit from the contract or transaction in an amount less than \$250.00 and less than 5% of the public cost of same, or if the contract is for emergency repairs or services, then the Board member or employee shall file a sworn affidavit to that effect with the Board of Education either prior to or at the public meeting at which the Board of Education shall consider the contract or transaction.
  2. If the amount of the direct benefit to the Board member or employee is in excess of the lesser of \$250 or 5% of the public cost of the contract over the term of the Agreement, then the necessary disclosure shall be made as in this sub-paragraph or as in sub-paragraph 3, below. The Board member or employee shall promptly disclose his or her pecuniary interest in the contract or transaction to the Board of Education President or presiding officer at least seven (7) days prior to the public meeting at which a vote shall be taken on the contract or transaction. This disclosure shall be included in the public meeting notice of said meeting. In the event that the Board of Education President or



presiding officer is the party of interest in the contract or transaction, the written disclosure shall be made as above, but to the secretary to the Board of Education.

3. If the amount of the direct benefit to the Board member or employee is greater than \$5,000.00, the Board member or employee shall make this disclosure at a public meeting of the Board of Education held at least seven (7) days before a public meeting at which a vote shall be taken on the contract or transaction.
- C. The minutes shall include all of the following with respect to a Board member's or employee's disclosure under Paragraph B:
1. The name of each party involved in the contract;
  2. The terms of the contract, including duration, financial consideration between parties, facilities or services of the District included in the contract, and the nature and degree of assignment of employees of the District for fulfillment of the contract; and
  3. The nature of any pecuniary interest.
- D. All contracts, transactions or other matters in which there is a disclosed pecuniary interest on the part of a Board member shall be approved by a 2/3 vote of the Board members elected to and serving on the Board of Education without the vote of the Board member making the disclosure. If 2/3 of the members of the Board are not eligible to vote on a contract, transaction or matter or to constitute a quorum, the Board member making the disclosure may be counted for purposes of a quorum and may vote on the contract only if he/she will not directly benefit from the contract in an amount equal to or greater than \$250.00 and equal to or greater than 5% of the public cost of the contract and the Board member making the disclosure files a sworn affidavit to that effect with the Board of Education. The Affidavit shall be made a part of the public record of the official proceedings.
- E. All competitive bids for material and labor submitted for the construction of a new school building, or the addition to or repair or renovation of an existing school building, shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District. The Board of Education shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.

Rules & Regulations  
Adopted: 2/05  
Re-adopted: 2/11/08

Superintendent of Schools



## 4210 POLICY – Hazing

It is the goal of the Utica Community Schools to promote an environment which fosters development of the self-worth and dignity of its students and employees. Hazing activities are inherently hazardous and may place victims at risk of physical and/or emotional damage. Consequently, hazing in all of its various forms and practices is absolutely prohibited.

Policy  
Adopted: 1/11/99

Board of Education Utica Community Schools



## 4210 RULES AND REGULATIONS – Hazing

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act which endangers the physical safety of a student or employee, produces mental or physical discomfort, causes embarrassment, fright, humiliation, harassment or ridicule, or degrades the student or employee regardless of the willingness on the part of the student or employee to participate in any such activities.

Without intending to limit the generality of the foregoing definition, hazing may include the following willful acts with or without the consent of the student or employee:

1. Physical injury, assault or battery
2. Kidnapping or imprisonment
3. Intentionally placing at risk of severe mental or emotional harm (putting "over the edge")
4. Degradation, humiliation, or compromising of moral or religious values
5. Forced consumption of any liquid, solid, gas or illegal substance
6. Swirlies
7. Ritualistic initiation rites
8. Mandatory personal servitude
9. Placing an individual in physical danger (at risk) which includes abandonment
10. Impairment of physical liberties which include curfews or other interference with academic endeavors
11. Cutting or shaving of hair from head, face or other body parts
12. Tying of hands and/or feet
13. Covering of head with bag or blindfolding
14. Dressing of students or employees in inappropriate attire such as clothing of the opposite sex
15. Applying any substance to the body such as make-up, grease paint, peanut butter, food, or spraying student with shaving cream, vegetable sprays or anything else of a similar nature

### **DISCIPLINARY ACTIONS:**

Appropriate disciplinary actions will be taken against school district employees who participate in, aid, or abet hazing in any of its various forms and practices, as described above.

Furthermore, the school district may cease its support of the continued operation of any group, team or organization, whether curricular, co- curricular or extra-curricular in nature, which participates in, aids, or abets hazing.

Administrators will make recommendations for disciplinary action for employees based on the particulars and severity of the case in question. Discipline could range from warnings up to and

including discharge. Local law enforcement authorities may also be notified depending on the severity of the offense.

Rules and Regulations  
Adopted: 1/11/99

Superintendent of Schools

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## 4211 POLICY – Recruitment and Selection

The Board of Education shall seek the most qualified candidates for all vacant positions in accordance with applicable state and federal laws. The Utica community Schools shall post all vacant position in accordance with its collective bargaining agreements. The district shall also utilize other means of posing vacancies, as it shall determine to be appropriate.

The Human Resource Department shall be responsible for the posting of positions as well as for the procedures used to select personnel who meet the qualifications for the positions.

Policy  
Adopted: 11/25/63  
Revised: 09/27/99

Board of Education Utica Community Schools



## 4215 POLICY - Prohibiting Harassment

### I. Prohibiting Harassment

#### A. Harassment Prohibited

Harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by any applicable federal, state, or local law is unlawful discrimination. This policy and the laws prohibit harassment and retaliation for having brought a complaint or having opposed harassment and/or for having participated in the complaint process.

#### B. Harassment Defined

##### 1. Sexual Harassment

For purposes of this policy, the term "sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct or communication of a sexual nature when:

- a. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of the individual's employment; or
- b. Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual; or
- c. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

##### 2. Examples:

Examples of unwelcome sexual harassment include, but are not limited to, threatening adverse employment actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted physical contact; and/or sexually offensive remarks, including the following kinds of prohibited behavior:

Verbal: sexual advances or propositions or threats; continuing to express interest after being informed the interest is unwelcome; sexual innuendoes; suggestive or insulting comments or sounds, including whistling; sexual jokes or teasing of a sexual nature; commentary about an individual's body, sexual

- Visual:           prowess or sexual deficiencies; and any other abuse of a sexual nature.  
display of sexually suggestive objects, pictures or letters; leering; obscene gestures; sexually suggestive or offensive graffiti.
- Physical:        unwanted physical contact, including offensive touching, pinching, bruising the body, impeding or blocking movement; unwanted sexual intercourse or other unwanted sexual acts; sexual assault or battery.

The above list is not meant to be exhaustive, but is included to provide examples of prohibited action.

### 3. Racial and National Origin Harassment

For purposes of this policy, racial and national origin harassment is verbal or physical conduct that denigrates, belittles, or shows hostility or aversion towards an individual because of her/his race or national origin and:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- b. Has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- c. Otherwise adversely affects an individual's employment opportunities.
- d. Examples include, but are not limited to, epithets, slurs, intimidating or hostile acts that relate to race or national origin, written or graphic material that denigrates, belittles or shows hostility or aversion toward an individual because of her/his race or national origin and that is placed on walls, bulletin boards or elsewhere on our premises or circulated on School District property.

### C. Persons and Settings Covered:

Harassment of any individual, whether an employee or not, by employees (including supervisors, officers, elected or appointed) or agents of the Employer is unacceptable whether it takes place inside or outside the workplace.

Non-employees covered under this policy include vendors, independent contractors, applicants for employment, students, or visitors to the workplace.

Improper harassment under this policy may also include words or conduct committed by non-employees (as defined above). In the event that something like this occurs, employees are requested to report it to one of the Policy Advisors immediately, so that the matter can be dealt with promptly.



## II. Complaint Procedure

The Utica Community Schools is responsible for fostering a workplace free from harassment and for implementing and enforcing this policy.

The Superintendent has appointed Policy Advisors to answer questions and disseminate information about harassment and this policy to be principally responsible for enforcing this policy and procedures; to monitor the workplace; to investigate complaints; and to recommend appropriate corrective action.

Any person who feels that she or he has been subject to harassment, who is aware of conduct prohibited under this policy, or who feels that she or he has been retaliated against for having brought a complaint of or having opposed harassment and/or for having participated in the complaint process is encouraged to bring the matter to the attention of the Policy Advisors or their supervisor.

The Policy Advisors can be reached by calling the Assistant Superintendent for Human Resources, 810-795-2300.

Any supervisor or employee who is aware of any conduct which may constitute harassment shall report that conduct to the Policy Advisor of the Superintendent of Schools. Failure to report such conduct may result in discipline up to and including discharge.

All allegations of harassment will be investigated promptly. To protect the interests of the complainant, the person complained against, witnesses, any others who may report incidents of harassment, and all other persons affected, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

Policy  
Adopted: 10/24/94  
Revised: 9/27/99

Board of Education Utica Community Schools



## **Complaint Procedure**

In the event an employee believes that he or she has been subjected to sexual harassment, the employee should report such conduct at the earliest possible stage and, if possible, not later than ten (10) days after the alleged occurrence(s).

### **Step 1**

The complaint should be presented to the Building Principal or the Policy Advisor (if the person accused is the Building Principal). If the complaint is submitted in writing, it should include the specific nature of the harassment, all of the facts surrounding the allegations, names and corresponding dates, names of witnesses and their telephone numbers. It should also include the name, address, and telephone number of the Complainant, and the remedy sought. If the complaint is presented orally and a decision is made to proceed with the investigation set forth in Step 2, the complaint will be requested to be put in writing.

### **Step 2**

The Policy Advisor (or the Building Principal if appropriate) will thoroughly investigate the complaint. He/she will conduct interviews with the Complainant and Respondent (i.e. the accused) and with other witnesses identified by either party. He/she shall notify the Respondent and permit that person with the full opportunity to respond to the allegations. The Policy Advisor (or Building Principal) shall reach a preliminary determination as to the substance of the allegations and as to the appropriate action, if any, to be taken within ten (10) working days from the receipt of the written complaint, if possible: A copy of that determination shall be forwarded along with any recommendations for action to the Superintendent of Schools. If the complaint is against the Superintendent, the results of the investigation shall be communicated directly to the Secretary of the Board of Education. If no appeal is taken, then the determination and recommendations of the Policy Advisor (or Building Principal) shall be final.

### **Step 3**

If the Complainant is not satisfied with the determination in Step 2, he/she may submit a written appeal to the superintendent indicating specifically his/her disagreement. Such appeal must be made within ten (10) working days of the receipt of the Step 2 determination. The Superintendent or his/her designee shall further investigate the complaint and shall arrange a meeting with the Complainant, Respondent and/or other affected parties, if requested by the Complainant or the Respondent, to discuss the appeal. The Superintendent or his/her designee will give a written response to the Complainant's appeal within ten (10) working days of its receipt. If the complaint is against the Superintendent, the complainant may by-pass this Step and the appeal may be made directly to the Board of Education in accordance with Step 4.

### **Step 4**

If the Complainant is not satisfied with the response in Step 3, or if appeal is made directly to the Board, an appeal may be made with the Board within ten (10) working days after receipt of the Step 3 determination. The Board will, within twenty (20) working days, conduct a hearing at which the

Complainant will be provided with the opportunity to present the complaint. Both parties may be permitted to call and cross-examine witnesses and may be represented by counsel. The hearing shall be open or closed at the option of the Respondent. The Board will reach a determination as to the substance of the allegations within ten (10) working days following the completion of the hearing.

#### Step 5

The administration or Board shall implement recommended actions according to 1) policies of the Board, 2) duly bargained applicable employee contracts, and 3) constitutional and statutory provisions affecting such actions.

#### **Guidelines:**

Throughout the above procedures, every effort will be made to handle all complaints expeditiously and with concern for the principles of due process and fairness. In order to protect both the Complainant and the Respondent, every reasonable effort will be made to handle all complaints in a confidential and discreet manner, recognizing the sensitivity of these matters.

Retaliatory action of any kind taken by any employee of the District against any individual as the result of that person seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for a complaint under these procedures.

#### **PENALTIES**

All individuals covered by this policy are hereby notified that sexual harassment of any person will not be tolerated. The District will vigorously and strictly enforce the provisions of this policy and take appropriate disciplinary measures against any person violating its **terms**.

**Violation of this policy will subject the offending employee to disciplinary action, up to and including discharge from employment.**



**SEXUAL HARASSMENT REPORT FORM**

Utica Community Schools maintains a firm policy prohibiting all forms of discrimination. All persons are to be treated with respect and dignity. Harassment by any person - male or female - which creates an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Date of alleged incident(s) \_\_\_\_\_

Name of person you believe harassed you \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statement (i.e., threats, requests, demands); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary).

This complaint is filed based on my honest belief that \_\_\_\_\_

\_\_\_\_\_ has harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



4220 POLICY – Nondiscrimination in Education

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, it is the policy of Utica Community Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Executive Director of Human Resources at Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312 or call 586-797-1000.

Policy  
Revised: 11/82  
Revised: 01/11/99  
Revised: 11/28/05

Board of Education Utica Community Schools



4220 RULES AND REGULATIONS – Grievance Procedures for Title of The Civil Rights Act of 1964, Title IX of The Education Amendment Act of 1972, Section 504 of The Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of The Americans With Disability Act of 1990, Elliot-Larsen Civil Rights Act, Persons With Disabilities Civil Rights Act

Any person believing that the Utica Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, (5) Title II of the Americans with Disability Act of 1990, the Elliot-Larsen Civil Rights Act, and the Persons With Disabilities Civil Rights Act may bring forward a complaint, which shall be referred to as a grievance to the Executive Director of Human Resources, Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312, (586) 797-1000.

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the building principal or the Executive Director of Human Resources, who shall in turn investigate the complaint and reply with an answer within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Executive Director of Human Resources within five (5) business days of receipt of answers to the informal complaint. The Executive Director shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the decision of the Executive Director of Human Resources may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Executive Director's response. The Superintendent or the Superintendent's designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of this meeting. The Executive Director of Human Resources, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Executive Director of Human Resource's office.

Rules and Regulations

Revised: 05/91

Revised: 7/94

Revised: 11/28/05

Superintendent of Schools



4225 POLICY - Prohibited Materials on School Property

Use or possession of alcohol, illegal drugs, weapons, or explosive devices on any school property is strictly forbidden. Any evidence of noncompliance with this policy by a school employee will result in discipline up to and including termination of employment.

Policy  
Adopted: 03/12/79  
Revised: 09/27/99

Board of Education Utica Community Schools



4225 RULES AND REGULATIONS – Prohibited Materials on School Property

No detailed rules are necessary to clarify the intent of this policy. However, it should be noted that when circumstances warrant, exceptions will be made.

This policy applies to adults and employees when on school property. Penalties for students using or possessing illegal materials are covered under Rules and Regulations 5100.

Rules and Regulations  
Adopted: 3/12/79  
Readopted: 7/94

Superintendent of Schools



## 4230 POLICY – Possession of Weapons-Employee Violence

The Utica Community Schools is committed to providing a safe working environment for its employees. In pursuit of this goal, it prohibits weapons on District property and any act of violence by any employee. Possession of a weapon or any object meant to inflict harm upon another individual, is to be reported to an administrator or supervisor immediately.

Acts of violence include, but are not limited to, acts of aggression, threats, intimidating behavior, or assault. Complaints regarding acts of violence are to be reported to an administrator/supervisor immediately.

Any employee in possession of a weapon or engaging in any act of violence will be subject to discipline up to and including termination of employment.

Policy  
Adopted: 09/27/99

Board of Education Utica Community Schools



4235 POLICY – Alcohol and Drug Testing

In compliance with The Omnibus Transportation Employee's Testing Act of 1991, and rules adopted by the U.S. Department of Transportation, employees who perform safety-sensitive functions as defined by the Federal Highway Administrative are required to abide by State and Federal regulations related to alcohol and drugs, prohibitions related to alcohol and drug use, and required alcohol and drug testing procedures.

Employees who perform safety-sensitive functions are defined as school bus drivers, mechanics, groundsmen and maintenance leaders.

Affected employees will be advised of the district's compliance with the regulations and will be notified of procedures related to testing and other applicable requirements.

The district will follow the law regarding handling test results, record retention and confidentiality.

Policy  
Adopted: 11/28/94

Board of Education Utica Community Schools



4240 POLICY – Use of Tobacco Products on School Property in compliance with the Tobacco-Free School Laws

To ensure the highest standards of learning as well as the safety, health, and well-being of students and employees, the Utica Community Schools district enforces Enrolled Senate Bill 459, the Tobacco-Free Schools Law. The school district will assist students and employees to abstain from use of all tobacco products by intervening early when use is detected, taking corrective disciplinary action when necessary and making referral for aftercare support for students.

Policy  
Adopted: 9/13/93

Board of Education Utica Community Schools



**EMPLOYEE**

The direct supervisor shall immediately notify the Assistant Superintendent of Personnel and Employee Relations when a violation of this policy occurs.

Rules and Regulations  
Adopted: 1/94

Superintendent of Schools



4240 RULES AND REGULATIONS - Use of Tobacco Products on School Property in Compliance with the Tobacco-Free Schools Law

I. Prevention

The Utica Community Schools district will provide staff and students with information focused on preventing the use of tobacco products.

II. Intervention and Referral

The Utica Community Schools district shall refer staff and students who currently use tobacco products, to available resources to address this harmful involvement.

III. Discipline

Staff and students have a right to work in or to attend school in an environment free of second hand smoke. The district has the responsibility to enforce compliance with the law by prohibiting the use of any tobacco product on school property. The Utica Community Schools district will be in compliance with the legal requirements and acknowledge their health responsibility to: provide a healthier environment in which students can learn and staff can work; limit the possibility of students seeing adult role models smoke; work cooperatively with local law enforcement agencies; and promote healthier behaviors among staff and students.

Staff, students, or any other persons are not to use tobacco products at any time in any district buildings owned or operated by Utica Community Schools district.

Additionally, there will be no use of tobacco products on any school property, except during weekends, on holidays, and after 6:00 p.m. on school days.

The use of Tobacco products by any persons in violation of this policy will result in disciplinary action.

**STUDENT**

FIRST OFFENSE - One day suspension on the school day following the offense. Parents must be contacted and informed of the offense and the resultant disciplinary action. The student will be referred to or advised of available resources. Law enforcement agencies will be notified of an infraction.

SECOND OFFENSE - Two day suspension on the two school days following the offense. A parent conference must be held before the student may reenter school. The student will be referred to or advised of available resources. Law enforcement agencies will be notified of an infraction.

THIRD OFFENSE - Three day suspension on the three school days following the offense. A parent conference must be held before the student may reenter school. The student will be referred to or advised of available resources. Law enforcement agencies will be notified of an infraction.



4245 POLICY – Unlawful Use and/or Possession of Controlled Substance

The Utica Community Schools is committed to the health, safety, and welfare of its employees and its students. It is the goal of the Utica Community Schools to eliminate the hazards to health and safety created by controlled substance use.

In compliance with the Federal Government Drug-Free Workplace Act of 1988, (PL 100-690, Title V, Subtitle D) the Utica Community School Board of Education hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession, use of, or being under the influence of a controlled substance is prohibited anywhere in a district workplace and/or while engaged in district business.

As a condition of employment employees will be expected to abide by this statement and notify the Superintendent of Schools within five days of any criminal drug charge and/or conviction.

For employees engaged in federal grants, the Utica Community Schools Board of Education will notify the appropriate federal agency of any convictions within ten days of receipt of notification as required by the Act.

Any District employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

Policy  
Adopted: 03/12/90  
Revised: 09/27/99

Board of Education Utica Community Schools



## 4245 RULES AND REGULATIONS – Unlawful Use and/or Possession of Controlled Substances

Employees who violate this Board Policy will be subject to disciplinary action which may result in penalties up to and including discharge.

Employees are also advised that the Utica Community Schools has an Employee Assistance Program that is available to all employees of the district. Substance abuse counseling is one of the services that is available through this program.

The Unlawful Use and/or Possession of Controlled Substance Policy shall be implemented throughout the district, by adhering to the following guidelines:

1. The direct supervisor shall immediately notify the Assistant Superintendent for Personnel when a violation of this policy occurs.
2. The Assistant Superintendent for Personnel shall:
  - a. Complete an investigation of the violation;
  - b. Determine the disciplinary action.

Rules and Regulations  
Adopted: 03/12/90  
Readopted: 7/94

Superintendent of Schools



## 4310 POLICY – Compensation for Non-Affiliated Employees

This "Compensation for Non-Affiliated Employees 2011-2012" Policy 4310 is not intended to be a contract of employment. The employment relationship is terminable at the will of either the Utica Community Schools or the employee. Furthermore, the Utica Community Schools retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the provisions, coverages, benefits or procedures contained with Policy 4310, in its sole discretion, and effective as it may determine, with or without notice to the employees.

<b>I.</b>	<b>ADMINISTRATION</b>		2011-2012
A.	Messenger		\$ 39.42
B.	Messenger Auto Allowance Gasoline		\$ 34.57
C.	Census Enumerators		
	1. Per occupied unit		
	Per unoccupied unit		\$ 0.46
	under construction		\$ 0.11
	2. Training Meeting		\$ 7.17
<b>II.</b>	<b>COMMUNITY EDUCATION PROGRAMS</b>		
A.	Coordinator		
	1. Adult Education	1st	\$ 54,938.32 per year
	2. Early Childhood	2nd	\$ 60,569.26 per year
	3. School Age Child Care	3rd	\$ 63,597.99 per year
		4th	\$ 66,777.52 per year
		5th	\$ 70,116.45 per year
		6th	\$ 73,622.32 per year
		7th	\$ 77,303.76 per year
	Vacation:	Full time/52 week: 1 - 2 yrs. = 15 days, 3-5 yrs. = 20 days, 6+ years = 25 days.	
	Sick Leave:	One (1) day per month max. accum. 100 days. Three (3) personal leave days per year deducted from accumulated sick days.	
	Holidays:	As defined by Board of Education	
	Benefits:	CB2 Rx: \$10/\$20 MOPD2, \$20 OV and CBMT. District 80% Employee 20% premium co-pay LTD Class I                      Life: \$8,000 +AD&D Opt out plan: \$1,500 yr. when insured through another source other than Utica Schools. Dental, Vision, Health full family coverage.	
B.	Clerical	1st	\$ 11.94 per hour
	1. Community Ed	2nd	\$ 13.14 per hour
	2. Child Care Accounting	3rd	\$ 14.34 per hour
	3. Adult/Alternative Ed	4th	\$ 15.53 per hour
	4. Secretary Community Education	5th	\$ 16.72 per hour
		6th	\$ 17.93 per hour
			\$ 18.50 per hour
	Vacation:	Full-time/52 wks: 1-5 years =10 days; 6-10 years=15 days; 11+ years = 20 days.	
	Holiday:	As defined by Board of Education	



Sick Leave: Full time 52 week employee, one (1) day per month, max. accum. of 100 days. Three (3) personal leave days per year deducted from accumulated sick days.

Benefits: CB2 Rx: \$10/\$20-MOPD2, \$20 OV and CBMT.  
 LTD Class 4 Group 2, Life: \$8,000 +AD&D  
 District 80% Employee 20% premium co-pay  
 Opt out plan: \$1,500 yr. when insured through another source other than Utica Schools. Dental, Vision, Health full family coverage.

C. Early Childhood

1. 4 yr. Degree	1st	\$ 18.72 per hour
Nursery/Preschool Teacher	2nd	\$ 19.35 per hour
Carousel Child Care Teacher	3rd	\$ 19.98 per hour
	4th	\$ 20.61 per hour
	5th	\$ 21.24 per hour

2. Min. 60 hours	1st	\$ 15.61 per hour
Nursery/Preschool Teacher	2nd	\$ 16.24 per hour
Carousel Child Care Teacher	3rd	\$ 16.85 per hour
	4th	\$ 17.48 per hour
	5th	\$ 18.11 per hour

3. Less than 60 hrs		
Nursery/Preschool Teacher	1st	\$ 14.97 per hour
Carousel Child Care Teacher	2nd	\$ 15.42 per hour
	3rd	\$ 15.84 per hour
	4th	\$ 16.29 per hour
	5th	\$ 16.73 per hour

4. Carousel Child Care Director	1st	\$ 18.72 per hour
	2nd	\$ 19.35 per hour
	3rd	\$ 19.98 per hour
	4th	\$ 20.61 per hour
	5th	\$ 21.24 per hour

C.1,2, 3 & 4 Earn five (5) compensated leave days, equal to one week of scheduled hours, non-accumulative, for M-F schedule.

5. Nursery/Preschool Asst.	1st	\$ 9.72 per hour
Preschool Asst.	2nd	\$ 10.14 per hour
	3rd	\$ 10.55 per hour
	4th	\$ 10.96 per hour
	5th	\$ 11.36 per hour

6. Montessori Asst.		\$ 12.93 per hour
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7. Substitute Teacher (Preschool/Nursery Carousel Program)		\$ 15.12 per hour
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D.

School Age Child Care		
1. School Age Child Care	1st	\$ 12.82 per hour
Director (School Year)	2nd	\$ 13.40 per hour
	3rd	\$ 13.99 per hour
	4th	\$ 14.57 per hour



	5th	\$ 15.15 per hour
2. KinderDay Site Director (School Year)	1st	\$ 15.73 per hour
	2nd	\$ 16.31 per hour
	3rd	\$ 16.90 per hour
	4th	\$ 17.48 per hour
	5th	\$ 18.06 per hour
D.1. & 2. Earn five (5) compensated leave days equal to one week of scheduled hours, non-accumulative, for M-F schedule.		
SACC & Kinderday Assistant (School Year & Summer)	1st	\$ 9.72 per hour
	2nd	\$ 10.14 per hour
	3rd	\$ 10.55 per hour
	4th	\$ 10.96 per hour
	5th	\$ 11.36 per hour
4. SACC Site Director (Summer)	1st	\$ 13.99 per hour
	2nd	\$ 14.57 per hour
	3rd	\$ 15.15 per hour
	4th	\$ 15.73 per hour
	5th	\$ 16.31 per hour
5. SACC Supervisor (Summer)	1st	\$ 12.82 per hour
	2nd	\$ 13.40 per hour
	3rd	\$ 13.99 per hour
	4th	\$ 14.57 per hour
	5th	\$ 15.15 per hour
6. SACC Specialist (Summer)	1st	\$ 15.76 per hour
E. Adult/Elementary Enrichment		
1. Saturday Scholars Teacher		\$ 23.89 per hour
2. Certified Teacher		\$ 20.31 per hour
3. Non-Certified Teacher/Director		\$ 14.10 per hour
4. Teacher Assistant		\$ 7.77 per hour
F. Adult Ed.	1st	\$ 9.26 per hour
1. Teacher/Clerical Assistant	2nd	\$ 9.56 per hour
	3rd	\$ 9.87 per hour
	4th	\$ 10.15 per hour
	5th	\$ 10.46 per hour
	6th	\$ 10.76 per hour
	7th	\$ 11.34 per hour
G. Utica Learning Academy Counselors		\$ 46,481.32
Work Year:	8 hours/day - 212 days scheduled by Community Education.	
Sick Leave:	One (1) day per month non accumulative year to year. District 80% Employee 20% premium co-pay	



Benefits: CB2 Rx: \$10/\$20- MOPD2, \$20 OV and CBMT.  
 LTD Class 4 Group 2, Life: \$8,000 +AD&D  
 Opt out plan: \$1,500 yr. when insured through another source other than  
 Utica Schools. Dental, Vision, Health full family coverage.

- H. Swimming Program
- |                        |                   |
|------------------------|-------------------|
| 1. Director – 52 weeks | \$ 7,170.66       |
| 2. Life Guard          | \$ 10.67 per hour |
| 3. Instructor I        | \$ 14.24 per hour |
| 4. Instructor II       | \$ 10.02 per hour |
| 5. Instructor III      | \$ 8.27 per hour  |
- I. Summer School Teachers (grade 7-12) \$ 24.17 per hour

J. A. Montessori and Michigan School Readiness Teachers

STEP	BA	MA
1	\$ 36,819.58	\$ 38,756.03
2	\$ 38,732.14	\$ 43,598.50
3	\$ 40,691.24	\$ 45,537.50
4	\$ 42,627.72	\$ 48,444.74
5	\$ 44,568.00	\$ 50,383.75
6	\$ 46,399.28	\$ 53,289.72
7	\$ 48,442.22	\$ 56,193.16
8	\$ 50,382.49	\$ 59,101.68
9	\$ 52,318.95	\$ 62,008.91
10	\$ 54,259.22	\$ 64,913.61
11	\$ 56,191.88	\$ 67,823.40

Work year: School year plus ten (10) days.

Benefits: CB2 Rx: \$10/\$20-MOPD2, \$20 OV and CBMT.  
 District 90% Employee 10% premium co-pay  
 LTD Class 4 Group 2, Life: \$8,000 +AD&D  
 Opt out plan: \$750 yr. when insured through another source other than  
 Utica Schools. Dental, Vision, Health full family coverage.

Sick Leave: One (1) sick leave day per month up to a maximum of ten (10) per school year. These leave days shall not accumulate.

**III. CURRICULUM DEPARTMENT**



A. Career Technical Education - VACANT

1. Vocational Teachers

Non-degree, annual permit \$20.77 per hour  
 Degree, annual permit non-certified \$26.26 per hour

2. Career Development Facilitator

Career Development Facilitator with Certification \$14.83 per hour  
 \$15.84 per hour

Work Year: 7 hrs. - 188 max. working days scheduled by the CTE Administrator.  
 Holiday: As defined by Board of Education and that fall within school calendar  
 Sick Leave: One (1) day per month (max. accumulation of 75 days).  
 One (1) personal leave and two (2) business leave days per year deducted from accumulated sick leave.  
 Benefits: \$12,500 plus AD&D, 1/2 paid single coverage BCBS.

B. Security Team Leader Range \$ 52,000.00  
 \$ 56,000.00

Work Year: 7 1/2 hours per day - 46 weeks scheduled by Curriculum Department.  
 Sick Leave: One (1) day per month maximum accumulation of 75 days.  
 One (1) personal leave and (2) business leave days per year deducted from accumulated sick leave.

C. Security Personnel

1st step \$ 17.90 per hour  
 2nd step \$ 19.05 per hour  
 3rd step \$ 20.38 per hour  
 4th step \$ 23.66 per hour

Work Year: 7 1/2 hours per day - 44 weeks scheduled by Curriculum Department.  
 Sick Leave: One (1) day per month maximum accumulation of 75 days.  
 One (1) personal leave and (2) business leave days per year deducted from accumulated sick leave.

D. Assessment clerical and proctoring \$11.14 per hour

E. Athletics

1. Game Management (10th , 11th, 12th )

a. Ticket Sellers \$ 40.34 per night  
 b. Ticket Takers \$ 40.34 per night  
 c. Scorers \$ 40.34 per night  
 d. Clock Workers \$ 40.34 per night  
 e. Timers - Track \$ 34.74 per night  
 f. Announcer \$ 34.74 per night  
 g. Chain Workers \$ 34.74 per night  
 h. Volleyball (time/scorer) \$ 40.34 per night  
 i. Crowd Control \$ 40.34 per night

2. Game Management (7th , 8th , 9th )

a. Junior High Clock \$ 24.65 per night  
 b. Junior High Scorers \$ 24.65 per night  
 c. Volleyball (timer/scorer) \$ 24.65 per match



- d. Chain Workers \$ 14.57 per game
- e. Line Judge \$ 7.84 per match

3. Intramural Game Management

a. Officials:

- Timers \$ 5.10 per contest not to exceed \$10.40 per day
- Scorers \$ 5.10 per contest not to exceed \$10.40 per day
- Referees \$10.20 per contest not to exceed \$20.80 per day

- b. Intramural Director may be paid on an hourly basis but total payment for development and supervision shall not exceed \$500 per semester.

c. Athletic Trainer - provide services at the high schools

- Step 1 \$ 23.70 per hour
- Step 2 \$ 25.58 per hour
- Step 3 \$ 27.47 per hour
- Step 4 \$ 29.08 per hour

Benefits CB2 Rx: \$10/\$20-MOPD2, \$20 OV and CBMT. Single Coverage.

- F. Misc. Education Specialist \$7.40 - \$45.00 per hour

- G. Student Activity-Dance Team Coach\*
  - Varsity \$ 1,568.82
  - JV \$ 1,232.64

\*Additional \$100 maximum may be granted for coach with one year or more experience.

- H. Academically Talented Coach per semester \$ 545.47

**IV. SPECIAL EDUCATION DEPARTMENT**

- A. Special Education Department is authorized to develop a stipend plan to be approved by the Superintendent. This stipend program shall be designed to implement incentive training for special education students. The stipend amount may range from \$ .50 per hour to minimum wage.

- B. Orthopedic Assistant
  - without certification
    - 1st year \$ 13.75 per hour
    - 2nd year \$ 14.40 per hour
    - 3rd year \$ 15.22 per hour
  - with certification
    - 1st year \$ 14.80 per hour
    - 2nd year \$ 16.75 per hour
    - 3rd year \$ 17.59 per hour

Longevity, paid at end of school year.

- At end of:
  - 15 years \$ 400.00
  - 20 years \$ 600.00

Eligibility based on years in permanent full time position in district.

Work Year: Based on school year

Sick Leave: One (1) day per month (maximum accumulation of 75 days).

Benefits: CB2 Rx: \$10/\$20-MOPD2, \$20 OV and CBMT.

District 80% Employee 20% premium co-pay

LTD Class 3 Group 1 Life: \$8,000

Opt out plan: \$750 yr. when insured through another source other than Utica Schools. Dental, vision, health full family coverage.



C. Special Needs Personnel \$10.40 - \$57.60  
hourly rate depending on assignment

**V. NON-INSTRUCTIONAL PERSONNEL:**

A. Parking Lot Attendant  
1. 1st year/ **Substitute rate** \$ 8.47 per hour  
2. 2nd year/over \$ 9.52 per hour

B. Lunchroom Supervisors  
1. 1st year \$ 8.04 per hour  
2. 2nd year/over \$ 8.35 per hour  
\$.50 to \$1.00/hr for assisting back up w/medical needs - medication in office

C. Elementary Lunch Cashier  
1. 1st year \$ 8.69 per hour  
2. 2nd year/over \$ 8.87 per hour

D. Bus Washer \$ 8.94 per hour

E. Adult Co-op \$ 9.27 per hour

F. Student Co-op \$ 8.37 per hour

G. Choral Accompanist \$ 8.66 per hour  
1800 hours/school year (Curriculum Dept. will allocate hours to buildings based on program needs).

H. Assistant Marching Band \$ 18.54 per hour

I. Laborers \$ 7.42 per hour

**J. Inventory Control Clerk** \$13.25 per hour

Work Year: 52 weeks 40/hrs week. Vacation: 1 to 4 years = 10 days, 5 + years = 20 days  
Holiday: As defined by the Board of Education and included in employee work calendar.  
Sick Leave: Full time 44 weeks employee, one (1) day per month, max. accum of 75 days.  
Benefits: CB2 Rx: \$10/\$20-MOPD2, \$20 OV and CBMT. \$200 toward single coverage only.  
LTD Class 4 Group 2 Life: \$8,000  
Opt out plan: \$750 yr. when insured through another source other than Utica Schools. Dental, vision, full family coverage.

K. CCMS Operator (ASF)  
1st year \$ 10.07 per hour  
2nd year \$ 10.39 per hour  
3rd year \$ 10.59 per hour  
4th year \$ 10.80 per hour

Longevity to be paid at end of school year Full Time Operators.

At end of: 8 years \$ 700.00  
12 years \$ 600.00

Eligibility based on years in permanent Full Time CCMS position.

Work Year: 52 weeks 40/hrs week. Vacation: 1 to 4 years = 10 days, 5 + years = 20 days  
Holiday: As defined by Board of Education  
Sick Leave: Full time 52 weeks employee, one (1) day per month, max. accum of 75 days.  
Benefits: CB2 Rx: \$10/\$20-MOPD2, \$20 OV and CBMT.  
District 80% Employee 20% premium co-pay  
LTD Class 4 Group 2 Life: \$8,000  
Opt out plan: \$750 yr. when insured through another source other than Utica Schools. Dental, vision, health full family coverage.



L..	CCMS Security Stand-by	\$ 51.93	per day
	Stand-by when responding to alarms and emergencies	\$ 8.57	per hour
M.	Audio Visual Technician (H.S. Auditorium)	\$ 7.79	per hour
N.	Auto-Cad Operator	\$ 10.39	per hour
O.	Transportation Dispatcher -	\$ 757.98	per week
	Range, depending on experience	\$ 954.88	per week

Work Year: 52 weeks as assigned by the Director of Transportation.  
 Vacation: 1 -4 years = 15 days, 5+ years = 20 days  
 Holiday: As defined by Board of Education  
 Sick Leave: Earn (1) day of sick leave per month (maximum accum. 75 days).  
 One (1) personal leave and (2) personal business leave days  
 deducted from accumulated sick leave.  
 Benefits: CB2 Rx: \$10/\$20-MOPD2, \$20 OV and CBMT.  
 District 80% Employee 20% premium co-pay  
 LTD Class 4 Group 2 Life: \$12,500  
 Opt out plan: \$750 yr. when insured through another source other than  
 Utica Schools. Dental, vision, health full family coverage.

## VI. TECHNOLOGY DEPARTMENT

A.	Technician Assistant		
	Unbox and configure new computers	\$ 12.34	per hour
B.	Computer/Video Technician		
	Step 1	\$ 36,899.33	per year
	Step 2	\$ 38,744.62	per year
	Step 3	\$ 40,681.72	per year
	Step 4	\$ 42,715.57	per year
	Step 5	\$ 44,851.04	per year
	Step 6	\$ 47,093.04	per year
	Step 7	\$ 49,448.91	per year
	Step 8	\$ 51,921.12	per year
	Step 9	\$ 54,653.08	per year
C.	Network & Telephone Tech.		
	Step 1	\$ 40,554.38	per year
	Step 2	\$ 42,582.10	per year
	Step 3	\$ 44,711.20	per year
	Step 4	\$ 46,946.77	per year
	Step 5	\$ 49,293.84	per year
	Step 6	\$ 51,758.79	per year
	Step 7	\$ 54,346.67	per year
	Step 8	\$ 57,063.81	per year
	Step 9	\$ 59,916.35	per year
D.	Technology Leader		
	Step 1	\$ 54,223.00	per year
	Step 2	\$ 56,935.00	per year
	Step 3	\$ 59,781.00	per year
	Step 4	\$ 62,770.00	per year
	Step 5	\$ 65,908.00	per year





they are replacing after twenty (20) consecutive days of service in the same assignment. Extra help assignments will be paid at the substitute rate for the length of the assignment.

- C. Retired personnel who are asked to return and substitute or provide additional assistance:
- 1. Secretarial \$ 12.56
  - 2. Maintenance \$ 12.63
  - 3. Campus Monitor \$ 9.29

**VIII. FOOD SERVICE**

A. Food Service Coordinator

1st step	\$	30,893.49
2nd step	\$	32,593.42
3rd step	\$	34,385.24
4th step	\$	36,276.79
5th step	\$	38,271.44
6th step	\$	40,377.02
7th step	\$	41,559.24
8th step	\$	43,844.12
9th step	\$	45,349.07
10th step	\$	46,967.20

Longevity, to be paid at end of school year.

At end of:	11 years	\$	700.00
	15 years	\$	600.00

Eligibility based on years in permanent position in district.

Work Year: 46 week schedule - work year will be scheduled (2) weeks prior to the start of school through (2) weeks after school ends.

Sick Leave: Earn one (1) day of sick leave per month (maximum accum. 75 days).  
Two (2) personal leave and one (1) personal business leave days per year may be deducted from accumulated sick leave.

Benefits: CB2 Rx: \$10/\$20-MOPD2, \$20 OV and CBMT.  
LTD Class 4 Group 2 Life: \$8,000  
District 80% Employee 20% premium co-pay  
Opt out plan: \$750 yr. when insured through another source other than Utica Schools. Dental, vision, health full family coverage.

Holiday: As defined by the Board of Education and included in employee work calendar

**IX. PUPIL SERVICES**

A. School Nurse

Step 1	\$	34,935.35
Step 2	\$	35,983.56
Step 3	\$	37,063.88
Step 4	\$	38,175.04
Step 5	\$	39,320.88
Step 6	\$	40,500.12
Step 7	\$	41,715.32
Step 8	\$	42,966.51
Step 9	\$	44,254.94
Step 10	\$	46,582.26

Longevity, to be paid at end of school year.

At end of:	8 years	\$	700.00
	12 years	\$	600.00



Eligibility based on years in permanent position in district.

Work Year: School year (187 days – 5 days/week –7hrs/day); per Pupil Services

Sick Leave: Earn one (1) day of sick leave per month (max. accumulation of 75 days). Two (2) personal leave and one (1) business leave days per year may be deducted from accumulated sick leave.

Benefits: CB2 Rx: \$10/\$20-MOPD2, \$20 OV and CBMT.  
District 80% Employee 20% premium co-pay  
LTD Class 4 Group 2 Life: \$8,000  
Opt out plan: \$750 yr. when insured through another source other than Utica Schools. Dental, vision, health full family coverage.

B. Nursing Assistant \$15.00 - \$26.00 per hour

Definitions: CB2 = BCBS Community Blue Plan 2, MOPD2 = Mail Order Prescription Drugs with 2 copays.

OV = Office Visit, CBMT = Chiropractic Office Visits. LTD = Long Term Disability

AD&D = Accidental Death and Dismemberment.

\$10/\$20 = \$10 for generic drugs and \$20 for brand named drugs.

Policy

Adopted: 7/10/06

Revised: 6/23/08

Revised: 5/10/10

Revised: 7/11/11

Board of Education Utica Community Schools



4315 POLICY - Substitute Teachers

Experience Pay

- I. First year Substitute Teacher
  - A. Certified \$80.00 per day \$45.00 per 1/2 day
  - B. Non-Certified \$70.00 per day \$40.00 per 1/2 day
  
- II. Teachers retired from Utica Community Schools who return as CLASSROOM SPECIALIST will receive \$100.00 per day or \$55 per 1/2 day for extended day assignments only.
  
- III. Substitute teachers, with an assignment to one (1) specific teaching position after ten (10) consecutive days of service or when a period of ten (10) consecutive days is anticipated, shall be compensated at the rate of \$90.00 per day. The extended assignment rate will terminate upon expiration of the extended assignment.

Policy  
Revised: 6/27/05  
Revised: 8/27/07

Board of Education Utica Community Schools



4325 POLICY – Salary Checks

Salaries will be paid semi-monthly.

Policy  
Adopted: 11/25/63  
Revision: 06/12/06

Board of Education Utica Community Schools



4325 RULES AND REGULATIONS - Salary Checks

Payroll checks will be distributed by the Administrator in Charge at the place of work assignment.

All personnel will be paid on Friday except night employees who may be paid on Thursday evening.

Rules and Regulations  
Approved: 11/25/63  
Readopted: 07/94

Superintendent of Schools



## 4335 POLICY – Travel - Automobile Mileage Allowance

The necessary use of an employee's automobile in the performance of his/her duties will be reimbursed up to the rate per mile allowed by the United States Internal Revenue Service.

Reimbursement of these expenses will be based on travel logs (reimbursement forms) submitted to the Business Office for approval by the Board of Education.

Policy  
Revised: 02/11/85

Board of Education Utica Community Schools



4335 RULES AND REGULATIONS – Travel - Automobile Mileage Allowance

Necessary use of an employee's private automobile, in the performance of their duties, will be reimbursed at the IRS approved rate, pending approval of the Board of Education.

Travel outside the school district must have prior approval of the employee's principal or director. Requests, if possible, should be made at least two weeks prior to the date of travel.

A monthly "Request for Reimbursement of Expenses" form is to be approved by the employee's principal or director prior to being submitted to the business office for processing.

Rules and Regulations  
Revised: 8/27/79  
Revised: 07/94

Superintendent of Schools

