Mendon Community Schools
Support Staff Employee Handbook

Updated September 2026

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INTRODUCTION

The provisions outlined in this handbook are not intended to serve as a contract. In the event an employment contract exists between the district and an individual employee, specific terms expressed in the employment contract are intended to supersede language that may exist in this employee handbook.

The job classifications covered in this handbook include:

Instructional Aides
Library Aides
Bus Drivers
Custodial
Custodial/Maintenance
Office Assistants
Executive Secretary
Secretarial Employees I

Job titles and job descriptions may change at the discretion of the Superintendent and Board of Education.

The handbook applies to all employees listed in the above positions. The handbook excludes substitutes, temporary employees and student employees.

Years of employment service are determined based on the number of years the employee is regularly employed in any capacity within the district. Work performed as a substitute employee will not be considered when determining years of service.

It is the employee's responsibility to familiarize himself/herself with the Mendon Community Schools Board of Education policy manual and rules established by the administration, which are available for review in the Superintendent's office and on the web at https://go.boarddocs.com/mi/mend/Board.nsf/Public

The contents of this handbook may only be changed by the Mendon Community Schools Board of Education.

The employee Statement of Employment located at the back of the handbook shall be signed on an annual basis.

EXPECTATION

All employees of Mendon Community Schools are expected to report to work when scheduled, report to work on time, perform their duties and responsibilities to the best of their ability, maintain a positive attitude, be willing to be a part of the team by helping out whenever and wherever needed, and always put the students' best interests first.

PROBATIONARY PERIOD

The first one hundred-eighty (180) calendar days worked will be considered a probationary period. Days and time absent during this period will serve to extend the probationary period.

Employees will receive a performance review at the conclusion of six months and 12 months of employment. Successful performance reviews will serve to conclude the probationary period.

Performance reviews will be completed by the employee's supervisor annually after the probationary period.

CRIMINAL BACKGROUND CHECK

All employees are required by law to have a criminal background check performed prior to beginning work for Mendon Community Schools. Additionally, employees should be aware that they are legally obligated to immediately notify the Superintendent if they are charged with a felony as well as certain classifications of misdemeanors.

MODULE TRAINING

On an annual basis, employees must complete their required module training in order to continue working for Mendon Community Schools. At the beginning of each school year, the Superintendent's office will provide a detailed list for each job classification as well as directions for completing the required training modules.

MANDATORY REPORTERS

Per state law, a school employee who has reasonable cause to suspect child abuse or child neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse or child neglect to the department of Child Protective Services. Within 72 hours after making an oral report, the reporting person shall file a written report as required by law. When making an initial call to Child Protective Services, the employee making the call should ensure that they have a witness present to verify the call was made.

ATTENDANCE AND REPORTING DAILY ABSENCES

Attendance is a vital factor in maintaining continuity of services to the community. As much advance notice as possible is expected in the event an employee is going to be absent on a given day. When an employee knows in advance that an absence will occur, notice must be given by submitting the proper Absence Reporting Form at least two (2) business days in advance of the expected absence. In the case of an unforeseen absence (i.e. sick day), the employee must notify their immediate supervisor as soon as the employee is aware their absence will occur and complete the Absence Reporting Form immediately upon their return to work.

Regular attendance is essential to the district's success and is among the factors considered when making assignments, filling vacancies, and making decisions regarding continued employment.

The district may require verification from physicians or others as it relates to absences where over-utilization or misuse is suspected, or when other conditions warrant.

LEAVE DAYS

Leave days are credited in advance on July 1st each fiscal year in anticipation of the employee completing an entire work year. Partial years of service as a result of a mid-year hire or termination, unpaid leave of absence, or other reasons will result in a proration of the annually awarded vacation and leave days. Reimbursement to the district will be required if all leave days are used and the employee severs employment, or becomes disabled, prior to the end of the fiscal year. Scheduling of leave days or all types is subject to supervisory approval.

Leave days will be awarded as follows:

Maximum Full-Time Employees shall be credited with 14 days of paid leave times their regularly scheduled hours up to a maximum of 112 hours in one fiscal year.

Minimum Full-Time Employees shall be credited with 12 days of paid leave times their regularly scheduled hours up to a maximum of 96 hours in one fiscal year.

School Year Employees shall be credited with 10 days of paid leave times their regularly scheduled hours up to a maximum of 80 hours in one fiscal year.

Regular Part-Time Employees shall be credited with 10 days of paid leave times their regularly scheduled hours up to a maximum of 70 hours in one fiscal year.

The aforementioned leave time granted to support staff may be used in the following categories as outlined below:

A.) Family Illness Leave

- Family Illness Leave may be used for serious illness in the immediate family which requires the presence of the employee.

B.) Personal Leave

- Personal Leave shall only be used for legitimate personal or business obligations which cannot reasonably be scheduled outside the regular work day. Personal leave shall not be used for other employment or the seeking of other employment or for social, recreational or vacation purposes.
- Personal leave will not be granted the day prior to or following a holiday or vacation except in case of an emergency and with prior approval of the Superintendent.
- Written requests for personal leave shall be made at the earliest possible time, but in no event on less than 48-hour notice, except in case of an emergency.
- Each request for personal leave shall be submitted on the appropriate form provided by the district and shall constitute a certification by the employee that the obligation cannot reasonably be scheduled outside the regular work day.

C.) Health Treatment

An employee may use a leave day for physical examinations, medical, dental or any other health treatment for themselves or their immediate family which cannot be scheduled outside the employer's regular work day. Such leaves shall be requested at the earliest possible time on the appropriate form but in no event on less than 48-hour notice, except in the case of an emergency.

D.) Personal Illness or Disability

- Paid leave may be used for any personal physical or mental condition which disables an employee from his/her work duties. The Superintendent may, at his/her discretion, require a physician's certificate from the employee's physician or a board appointed physician to verify the condition for which the leave is taken or the duration of such leave. Such examinations shall be paid by the Board. Leaves in excess of twenty (20) consecutive days shall automatically require a certificate from a physician.
- Employees are expected to schedule (if work assignments permit) any elective surgery or an anticipatable hospital confinement of a non-critical nature during those times they are not scheduled to be on duty.

E.) Funeral/Bereavement Leave

- Such leaves are to be used only to the extent required to attend the funeral of the deceased and/or to attend to personal matters requiring immediate attention arising from such death.
- Members of the family include the following relation of the employee or employee's spouse: Father, mother, sister, brother, husband, wife, son, daughter, and step child. Employee only-Aunt, Uncle, Grandparent, Grandchild and Step parents.

FAMILY MEDICAL LEAVE ACT

A.) Information regarding possible benefits for eligible employees under the Family Medical Leave Act (FMLA) is available in district policies and administrative guidelines, available for review in the Superintendent's office. Employees are required to use all accrued paid sick leave to substitute for the family leave described in this policy. The employee will have the option to use paid vacation or personal leave to substitute for the unpaid family leave described in this policy. Paid leave and unpaid leave run concurrently with family medical leave.

UNPAID LEAVES OF ABSENCE (OTHER THAN FAMILY MEDICAL LEAVE ACT)

A.) Requests for unpaid days off and extended leaves of absences must be submitted in writing to the Superintendent, with a copy to the employee's supervisor.

B.) Requests for unpaid leave must be submitted at least ten (10) working days prior to the start of the requested leave period. All requests must include the date(s) in question and the specific reason for requesting the leave.

C.) Vacation, leave days and holiday benefits will not be earned during periods of extended unpaid leave.

D.) Final determination for approving unpaid days off rests with the Superintendent.

E.) Final determination for extended unpaid leaves of absence (a leave beyond ten (10) work days) rests with the Mendon Community Schools Board of Education.

JURY DUTY

A.) In the event the employee is directed to report for jury duty or selection during working hours, the employee shall be paid the difference between jury compensation and his/her regular pay. On days where the employee is directed to report for jury duty and then released, the employee must return to work unless excused by his/her supervisor. In the event an employee is required to testify in court on behalf of the Board related to his/her employment, the employee will not suffer a loss in pay.

VACATION

A.) Full-time Secretarial and Maintenance/Custodial employees shall be eligible for vacation benefits. Qualifying employees shall earn vacation days in accordance with the following schedule:

1 year – 10 days
5 years – 15 days
10 years – 20 days (Year-Round Employees)
15 years – 18 days (School Calendar Employees)

B.) Request for paid vacation is subject to the approval of the employee's immediate supervisor and Superintendent.

C.) All requests must be submitted at least two (2) days in advance, unless amended by the employee's supervisor.

D.) A maximum of ten (10) unused vacation days remaining at the end of the fiscal year (June 30) may be carried forward into the next fiscal year unless the Superintendent approves more based on extenuating circumstances. Payment will not be made for unused days.

E.) Upon termination of employment, unused vacation days may be reimbursed to the employee based on the employee's daily rate of pay. Any reimbursement is subject to the approval of the Superintendent or designee.

HOLIDAYS

A.) Employees will receive the following ten (10) paid holidays: Friday before Labor Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, and Memorial Day.

B.) Year-round employees will also receive Independence Day.

INSURANCE

The district will annually notify each individual employee whether or not they qualify for health insurance as well as what their choices of plans and coverage are.

A.) All insurance benefits are subject to the rules and regulations established by the insurance carrier.

B.) The specific insurance plans and carriers are determined by the district, and may on occasion be changed.

C.) In the event of an extended disability leave, benefits will continue as defined in FMLA or as long as the employee continues to utilize paid leave time. In the event of the death of an employee, all insurance benefits will continue in effect for survivors for a term of three (3) months.

WORK SCHEDULE AND OVERTIME

A.) Scheduled work hours, the work year, and specific assignments are established by the supervisor, subject to the final approval by the Superintendent. No hours may be worked outside of the established schedule without the prior written approval of the employee's supervisor.

B.) On days in which student attendance is cancelled due to inclement weather, employees will not be required to report to work.

C.) Employees working seven (7) or more hours per day will be entitled to a thirty (30) minute paid lunch break. Specific break periods and duration of lunch period will be subject to the approval of the employee's supervisor.

D.) Non-exempt employees covered by the employee handbook will be paid overtime at the rate of one and one-half times their regular rate of pay for authorized hours physically worked in excess of forty (40) hours per week. Paid time off work will not be counted for purposes of computing the required forty (40) hours of work per week. Overtime must be specifically authorized in writing by a supervisor before the hours are worked unless it is an emergency.

DISCIPLINARY PROVISIONS

A.) Disciplinary measures may be taken by either the Superintendent or the employee's supervisor subject to prior approval of the Superintendent. An employee is subject to termination by the Superintendent.

B.) Any employee who is 1) under the influence of, 2) in possession of, or 3) who attempts to sell alcohol or controlled substances on district premises will be terminated.

VACANCIES

A.) When the district determines a vacant position exists, it will be published for consideration of both internal and external candidates. It is the expectation of the Board of Education that the best qualified candidate be selected to fill vacancies. Work experience related to the position, attendance, punctuality, interpersonal skills, relationship with others, work performance, and other matters will be taken into consideration in filling vacancies.

B.) Recommendations for hire are made by the Superintendent to the Board of Education. The Board has final approval for any employee hired.

C.) An employee may occupy more than one position with the district, provided schedules do not conflict or create an overtime payment requirement

PAYROLL AND PAYROLL DEDUCTIONS

A.) Employees may participate, through payroll deduction, in tax sheltered annuities, direct deposit, or other payroll deduction options offered through the district's business office.

B.) The district is authorized to make payroll deductions as may be required by law.

C.) Annual compensation schedules for all positions are determined each fiscal year by the Board of Education. It is the goal of the Board to determine the compensation schedules prior to the start of the school year. However, fiscal uncertainty may delay compensation schedules until the necessary information is available to make an appropriate decision. Compensation schedules will be distributed following approval of the Board.

COMPLAINT PROCEDURE

A.) Complaints regarding the application of this handbook are to be directed to the employee's supervisor within ten (10) calendar days of the incident upon which the complaint is based.

B.) If an employee is not satisfied following the discussion with his/her supervisor, the employee may contact the Superintendent. The Superintendent's determination on complaints is considered final.

EMPLOYMENT, DUTIES, AND OTHER WORK CONDITIONS

A.) Each employee will have a general job description which describes their responsibilities, functions, and duties. Job descriptions are developed by the district and are subject to change over time, as determined by the district.

B.) It is the responsibility of each employee to perform their duties as required by law and to obey and fulfill the rules and regulations as established by the Board of Education, and to carry out its education program and policies during the entire term of employment.

C.) The Superintendent retains the right to transfer, re-assign, restructure, terminate, or layoff any employee with or without just cause.

D.) Employees will not have or accrue tenure in any position.

SEXUAL HARRASSMENT

A.) Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of the Board to provide a safe, positive work environment free of harassment for its staff. Board of Education policy manuals and rules regarding sexual harassment are available for review in the Superintendent's office.

B.) Any staff member or applicant that believes she/he has been or is the victim of harassment should immediately report the situation to his/her immediate supervisor or the Superintendent, phone (269) 496-9940. If the complaint relates to either of these individuals, the complaint may be filed with the Board President. They may be reached through the Business Office. All complaints will be investigated.

DISCRIMINATION

Mendon Community Schools shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for employment in the district shall, on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, disability, height, weight, and/or any other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

A.) Any person having inquiries concerning Mendon Community Schools' compliance with the regulations implementing (1) Title II, Title VI, Title VII 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, and/or (4) The American with Disabilities Act, is directed to contact the Superintendent, who has been designated by Mendon Community Schools to coordinate the district's efforts to comply with the necessary regulations.

WAGE SCALE

Instructional Aides

Experience	Hourly Rate
Probationary	$16.19
0 (Base)	$16.19
1	$16.60
2	$17.01
3	$17.42
4	$17.83
5	$18.24
6-9	$19.48
10	$20.30
11-15	$20.98
16-20+	$21.67

Library Aides

Experience	Hourly Rate
Probationary	$16.19
0 (Base)	$16.19
1	$16.60
2	$17.01
3	$17.42
4	$17.83
5	$18.24
6-9	$19.48
10	$20.30
11-15	$20.98
16-20+	$21.67

Bus Drivers

Experience	Hourly Rate
Probationary	$18.43
0 (Base)	$19.74
1	$20.07
2	$20.52
3	$20.81
4	$21.45
5	$21.98
6-7	$22.57
8-10	$23.41
11-15	$24.39
16+	$25.52
Non-Drive	*$15.20*

Custodial

Experience	Hourly Rate
Probationary	$15.10
0 (Base)	$16.51
1	$16.86
2	$17.21
3	$17.49
4	$17.77
5	$18.05
6-7	$18.33
8-9	$18.61
10-11	$18.86
12-13	$19.10
14-15	$19.80
16-20	$20.50
21-25	$21.20
26+	$21.97

Custodial/Maintenance

Experience	Hourly Rate
Probationary	$17.10
0 (Base)	$17.87
1	$18.18
2	$18.48
3	$18.79
4	$19.10
5	$19.41
6	$19.71
7-8	$20.02
9-10	$20.33
11-12	$20.64
13-15	$20.94
16-20	$21.25
21-25	$21.98
26+	$22.75

Office Assistants

Experience	Hourly Rate
Probationary	$16.19
0 (Base)	$16.19
1	$16.60
2	$17.01
3	$17.42
4	$17.83
5	$18.24
6-9	$19.48
10	$20.30
11-15	$20.98
16-20+	$21.67

Executive Secretary

Experience	Hourly Rate
Probationary	$16.27
0 (Base)	$17.57
1	$18.02
2	$18.47
3	$18.93
4	$19.38
5	$19.83
6-7	$20.28
8-9	$20.89
10-12	$21.49
13-15	$22.09
16-20	$22.69
21-25	$23.30
26+	$24.05

Secretarial Employees I

Experience	Hourly Rate
Probationary	$15.68
0 (Base)	$16.92
1	$17.35
2	$17.79
3	$18.22
4	$18.65
5	$19.08
6-7	$19.52
8-9	$20.09
10-12	$20.67
13-15	$21.25
16-20	$21.82
21-25	$22.40
26+	$23.12

Acknowledgement of receipt of 2026-27 Employee Handbook

_____.
Employee Signature

_____.
Printed Name