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DEPARTMENT OF HUMAN RESOURCES

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BULLETIN #95 (2020-21)

DATE: May 10, 2021

TO: NON-INSTRUCTIONAL - DFSE CLASSIFICATIONS
SUBJECT: NON-INSTRUCTIONAL SUMMER WORK POSSIBILITIES FOR 2021.

Only employees who bid on summer work in response to this bulletin will be given priority consideration for assignments per Article 6A and the provisions of this summer work possibilities bulletin.

Summer work, if available, will be offered to ten and eleven month employees on an as-needed basis. Employees will be offered an opportunity to sign up on any of eight lists based on the employee's interest and qualifications. The lists will be as follows:

1. Transportation
2. Custodial A, B, and C
3. Secretarial
4. Paraprofessional/Bilingual/Special Education/Instructional
5. Food Service
6. Noon Hour Supervisor
7. Mail Courier
8. Instructional

Other contract language notwithstanding, paraprofessional summer work assignment for district-wide summer school assignments will be given based on seniority order.

Employees who are on relief lists will have priority in summer work assignments.

Employees will be ranked and called in seniority order, recognizing that we need to fill these jobs as soon as possible, employees need to respond promptly (no later than one day) before we move to the next person on the list. An employee shall not be able to refuse more than two assignments before being dropped from the list for the summer. The employee may, at the discretion of the administrator, be dropped from the program due to excessive absences.

Ten and eleven month employees who work during the summer will not be entitled to either paid or unpaid vacation.

All ten and eleven month employees who work in their own classification during the summer recess shall receive their regular hourly rate of pay. An employee working in a lower classification during the summer recess shall receive his/her regular rate or step 8 of the lower classification, whichever is less.

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It is anticipated that the summer program hours will be between 7:00 a.m. - 5:00 p.m. Therefore, morning and afternoon shifts will be established according to building needs.

SCROLL DOWN TO VIEW THE DETAILS REGARDING THE 2021 SUMMER PROGRAM

Interested applicants can [click here](#) to fill out the online form **NO LATER THAN 4:00 P.M. Monday May 17, 2021.**

NA/hd/mab

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2021 Summer Program - DFSE Positions

Fortunately, the State of Michigan as approved the ESSER Grant, which is \$32 million to fund this year's summer program. Our staff have stepped up and went over and beyond throughout the pandemic. Therefore, we are ecstatic to use this one-time extraordinary compensation as a token of appreciation and to continue to provide quality service to our students by our well-deserving staff.

Due to the availability of the ESSER Grant summer program funding for 2021, 10 and 11 month DFSE members will have the opportunity to earn up-to an additional \$10 per hour for working the full five or eight week programs.

10 and 11-month staff working the five week high school program:

Daily absences will not be compensated. If a staff member is absent more than once (2nd absence), their \$10 per hour reduces to \$7 an hour and if more than twice (3rd absence) it will be \$5 per hour. The hours that are eligible for overtime are not eligible for the additional summer program hourly stipend.

- **Fridays** are non-work days for the summer program.
- **Days Absent** are not eligible for compensation.
- **Clerical staff** are not eligible or required to work the summer program until after June 25, 2021, which is their last contractual work day for the 2020-21 school year.
- Summer program does not include **holiday pay**.
- The contractual requirement to have three or more sick days in one's bank in order to apply for summer work does NOT apply to the summer program.

10-month staff working the eight week K-8 program:

Daily absences will not be compensated. If a staff member is absent more than twice (3rd absence), their \$10 per hour reduces to \$7 an hour and if more than three times (4th absence) it will be \$5 per hour. Six or more absences result in ineligibility for the summer program hourly stipend. The hours that are eligible for overtime are not eligible for the additional summer program hourly stipend.

For example: As aligned with current contract language, if you work a ten hour shift on the same day and over forty hours in the same week, then the first eight hours include the summer school stipend of up to \$10 per hour. The last two hours include overtime pay only.

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10-month DFSE staff working the eight week K-8 program may request a week of time-off. If time-off is approved it is **without compensation**. Approved time-off days must be consecutive, in the same week and requested by June 1, 2021. The goal is to provide a highly qualified substitute for the week, yet the ability to do so is PENDING staff participation.

11-month DFSE staff that would like to work the five or eight week program must submit to their principal and Human Resources a calendar-plan to show which days their contractual requirements will be fulfilled and which dates would be additional working days with the summer program. Contractually required days are not eligible for the additional summer program hourly stipend. Clerical summer program staff will be assigned for exclusive summer program responsibilities.

Bi-weekly time cards will be required and processed. Attendance deductions will occur as applicable for each pay period and at the conclusion of the summer program. To reiterate, the employee will be required to reimburse the district as aligned with the attendance requirements.

12-month DFSE members will have the opportunity to earn overtime in order to complete their annual summer responsibilities and the additional responsibilities resulting from the summer program.

The eight week K-8 summer program will be June 21, 2021 through August 13, 2021 with students beginning on June 23, 2021. The five week high school program will be June 28, 2021 through July 31, 2021.

The collective bargaining agreement article 6A regarding earning one paid day off by working 20 days is altered for the summer program. Staff are still eligible to earn an additional day off, but are not permitted to use the earned day Monday through Thursday during the summer program. Therefore, the earned day must be used on Friday July 30, 2021 and is not eligible for additional summer program compensation.

Transportation staff that applies for the five week program may be requested to work up to an additional three weeks to support the eight week program. If this occurs, those staff members will be eligible for the same compensation as the employees that originally applied for and worked the eight week program.

Food Service Employees

Because the Food Service Program is funded by the National School Lunch Program, the ESSER grant may not be also used to compensate staff. Therefore, food service staff that work the eight week program will be eligible to receive a stipend at the conclusion of the summer program. The stipend will be a comparable amount to DFSE members in other classifications.

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Filling of Summer Program Positions

Both parties agree that 10 and 11-month employees that apply to work the summer program will be given priority placement to fill the summer program positions in their regular classification and in their home school(s) if positions are available. **For the purpose of the 2021 Summer Program only DFSE employees are permitted and encouraged to bid on more than one classification.** However, it is also understood that this agreement is dependent on the student enrollment, staff participating and individual building / program needs.

This agreement is for the DFSE staff working with the 2021 Summer Program including the food service staff that work the full eight weeks or five weeks fulfilling other food service duties. This agreement is in-effect during the 2021 summer program.

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