

**Employee Handbook
and
Policy Manual**

for

HOLLAND PUBLIC SCHOOLS

INTERPRETERS FOR THE DEAF AND HARD OF HEARING

2019-2020

Employee Status

- An employee is considered full-time if the employee is assigned to work the full school day, for the full school year on days students attend.
- The work year is defined as all days students are in attendance.
- All employee benefits are pro-rated for an employee who works less than full-time and/or less than a full year.

Insurance Benefits

- The District will pay 90% of the monthly premium for single coverage and 59% of the premium for 2 person or family coverage.
 - The employee will pay 10% of the monthly premium for single coverage and 41% of the premium for 2 person or family coverage.
 - The district will deposit the full amount of the deductible into an H.S.A account for the employee in January.
 - Cash in lieu of insurance in the amount of \$100 per month is offered for qualified Interpreters who waive insurance.
 - Dental coverage of 90:50:50 with a \$1,000 yearly max and \$1,500 yearly orthodontic max is offered at no cost to the qualified employee. (ASR self-funded)
 - Vision insurance is available to the interpreter currently at a cost to the employee..
 - A \$20,000 life insurance policy, paid by the district, is offered at no cost to qualified employees. LTD coverage of 66 2/3% is included.
- *Up to and not to exceed state caps*
 1. All insurance programs will commence on January 1st of each year and will continue until December 31st of each year for all Interpreters who complete the full school year. Should employment be severed prior to the close of the school year, benefits shall cease on the date of termination or leave of absence.
 2. When an interpreter is absent due to illness, the District will continue to pay its share of health premiums for a period in compliance with Family Medical Leave Act (FMLA) requirements if the interpreter was eligible for the benefits of the FMLA. Upon the expiration of FMLA leave, the District paid insurance will cease. Health coverage may be continued beyond this date at the employees' expense and according to carrier policy. Should the illness cease during a break period, the District would resume payment of premium, provided a doctor's written verification of ability to work is presented.

It is the responsibility of the employee to complete the necessary documents for enrollment of insurance coverage. All forms are available in the Human Resources Office.

Leave Benefits

Nine (9) **Sick Days** per year, cumulative to 100 days. Up to five (5) sick days may be used for illness in the immediate family.

Two (2) **Personal Days** per year. Unused personal days are credited to the sick leave accumulation. Personal days may not be used immediately before or after a normal school holiday or vacation.

Emergency Leave may be granted at the discretion of the Director of Human Resources. In order that the request may be given due consideration, such requests must be made in writing and may require a meeting with the Director of Human Resources.

Interpreters shall receive regular pay for up to eight holidays, provided that the Holiday falls within the scheduled work year and provided the employee works both days immediately before and after the Holiday: Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, Two Additional Days During Christmas Vacation, New Years' Day, Memorial Day.

Professional Development: An Interpreter may be permitted to attend a Professional Development activity and be paid one time every other year, if that day is taken on a non-student day. The professional development day needs to be approved by the Director of Student Services at least 10 business days in advance.

Mileage reimbursement at the District established rate will be paid by the District for those Interpreters who are required by their assignment to travel between buildings. Such payment will be for any District assigned travel between the start and end of the interpreter's workday. Sufficient travel time will be allowed to safely travel between assignments.

Duty free lunch period shall be provided to each Interpreter and shall be understood to mean that the Interpreter is free to use time on or off site without constraint.

Interpretation skills will be **Evaluated/Tested** in accordance with state requirements and procedures. Building principals, with input from teachers, will evaluate non-technical skills, such as but not limited to, interpersonal relationship skills, professional and ethical conduct, attendance, etc.

Verification of qualifications will be required to be given to Human Resources each year by August 15. EIPA and/or BEI and/or national designations will be used to determine hourly rates for Interpreters each year (see pay scale). If the verification is not received in the Human Resources office on time, the Interpreter will be paid as a Non-Verified. If and when the Interpreter has an updated or new certification, the district will update the pay effective February 1 of the school year if new certification information is received by January 15.

Method of Pay: Interpreters are paid on an hourly basis, and will submit bi-weekly timesheets.

Any **Work Time Exceeding Contracted Hours** will be paid time, subject to prior administrator approval. District-wide PSD meetings may be attended, only if requested or expressly by the Director of Student Services.

Snow Days - Interpreters shall not be paid if school is cancelled due to inclement weather. Interpreters may use personal leave time, if available, as compensation for the lost time, if they desire.

Interpreters will be available to support students during **Tulip Time Activities** and may be asked to work with their students during these activities. If, during their regularly contracted work hours, Interpreters are not needed to support students, they will function as directed by the building principal/designee, or be directed that they are not needed to work and will not be paid.

Interpreters for the Deaf and Hard of Hearing
Hourly Wage Scale
2019-2020

Step	Non Verified	EIPA 3.0 – 3.49	BEI-I EIPA 3.5+	BEI-II EIPA 4.0 +	RID NIC BEI-III
1	\$12.85	\$17.13	\$20.94	\$21.55	\$22.23
2	\$13.16	\$17.52	\$21.40	\$22.07	\$22.71
3	\$13.45	\$17.95	\$21.91	\$22.54	\$23.19
4	\$13.76	\$18.36	\$22.39	\$23.03	\$23.65
5			\$22.88	\$23.50	\$24.14
6			\$23.36	\$23.99	\$24.63
7			\$23.82	\$24.48	\$25.14
8			\$24.31	\$24.97	\$25.61
9			\$24.79	\$25.45	\$26.10
10			\$25.05	\$25.69	\$26.36
11			\$25.30	\$25.94	\$26.63