



# Van Buren Intermediate School District

Respect • Integrity • Compassion • Excellence

*Jeffrey C. Mills*  
Superintendent

## Memorandum

To: All VBISD Staff  
From: Heather Visco, Administrator of Human Resources  
Date: November 9, 2020  
RE: Michigan Department of Treasury Hazard Pay Update

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The Department of Treasury grant has two applicable sections: K-12 Classroom Teachers and K-12 Support Staff. Those who qualify under the Treasury definitions as K-12 Classroom Teachers may be eligible for up to a \$500 grant from the Treasury. Those who qualify under the Treasury definition as K-12 Support Staff may be eligible for up to a \$250 grant from the Treasury. Qualification is determined based on an employee's position between April 2, 2020 and June 30, 2020.

**The Department of Treasury specifically excluded Administrators (Supervisors) and Pre-K staff. Please see the attached qualifications for additional information.**

Staff who are eligible have already received Treasury Form 5734. Those who are not eligible, but believe they meet the Department of Treasury qualifications requirement may appeal their eligibility determination in writing to [hr@vbisd.org](mailto:hr@vbisd.org) by December 4, 2020 at 12:00 pm (noon).

Your **appeal must** include the following:

- Subject line: LastName\_Appeal for quicker processing
- A written statement that you were a qualified K-12 Classroom Teacher or K-12 Support Staff between April 2, 2020 and June 30, 2020
- Your position title
- Information that you were required to work for continuity of learning for students during that time

If you do not meet the Department of Treasury requirements for qualified position, your appeal must be denied. For your convenience, we have attached a list of qualified positions.

490 South Paw Paw Street, Lawrence, Michigan 49064 • Phone 269.674.8091 • Fax 269.674.8030 Michigan Relay Center 1.800.649.3777 (Voice and TDD) • [www.vbisd.org](http://www.vbisd.org)

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), be allowed in its programs and activities, including employment opportunities. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Assistant Superintendent, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.

### **K-12 Classroom Teachers:**

- K-12 Elementary Teachers
- K-12 Middle School Teachers
- K-12 High School Teachers
- K-12 Special Education Teachers

### **K-12 Support Staff**

- K-12 Social Workers
- K-12 Counselors
- K-12 Occupational Therapists
- K-12 Physical Therapists
- K-12 Psychologists
- K-12 Speech Pathologists
- K-12 Speech Teachers
- K-12 Secretarial
- K-12 Instructional Paraprofessional/Aide
- K-12 Non-Instructional Paraprofessional/Aide
- K-12 Special Education Paraprofessional/Aide
- K-12 Special Education Teacher Consultant

### **K-12 Support Staff continued:**

- K-12 Mental Health Practitioners
- K-12 Audiologist
- K-12 Interpreter
- K-12 Orientation & Mobility Specialist/Assistant
- K-12 Registered Nurse
- K-12 Licensed Practical Nurse
- K-12 Attendance Officer
- K-12 Behavioral Management Specialist
- K-12 Bus Driver
- K-12 Bus Assistant/Aide
- K-12 Business Office (non-administrator)
- K-12 Clerk (data entry, file, mail, records)
- K-12 Communication and Media
- K-12 Community Education Instructor/Assistant
- K-12 Computer Technician
- K-12 Cook/Food Preparer
- K-12 Crossing Guard
- K-12 Curriculum Specialist (non-administrative)
- K-12 Food Service Worker
- K-12 Health Services Aide
- K-12 Maintenance (Custodian, Grounds, Facilities)
- K-12 Media Technology Aide
- K-12 Receptionist
- K-12 Secretary (Clerical, Administrative Support)
- K-12 Security Guards
- K-12 Mechanic

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