



# CENTRAL OFFICE PERSONNEL

MASTER AGREEMENT 2020-2023

MONTROSE COMMUNITY SCHOOLS

300 NANITA DRIVE \* P.O. BOX 3129  
MONTROSE, MI 48457

[www.montroseschools.org](http://www.montroseschools.org)

## Central Office Agreement 2020-2023

This agreement entered into May 26, 2020

### **Central Office Employee Rights**

- A. There shall be a written job description for each position.
- B. Promotions will be made on the basis of ability and qualifications of the current position held as well as the evidence of ability to perform the new position. The promotions will be effective the first day of the school fiscal year except in emergencies.
- C. New Central Office employees shall be informed of their starting wage, benefits, and provided a copy of the Central Office Agreement. This is to be done by the employer on the first date of employment
- D. When a vacancy occurs the position will be posted the same number of days that the employee creating the vacancy, up to 15 workdays gave the notice, before the position is filled. Any Central Office Employee may apply for such position, and if qualified shall be given first chance for the position prior to an outside applicant. An employee who transfers to a different classification will be placed at the first level of the new position and credit for previous years of service may be given.
- E. Promotions will be made on the basis of ability and qualifications in performing the present job plus evidence to perform the new job.

### **Hours of Work**

- A. In the event that it is necessary for the Central Office Employee to work past 40 hours per week and upon the request of her supervisor, she shall be paid overtime at the rate of time and a half or collect comp time also at the rate of time and a half. An employee may accumulate no more than 16 hours (2 days) of comp time, which if unused may be paid off at the end of the year at their current hourly rate or put into their sick bank.
- B. Employees will be provided 2-fifteen minute breaks as well as a thirty minute unpaid lunch per day.

### **Leave of Absence**

- A. Any Central Office Employee whose personal illness extends beyond the period compensated under "leave pay" shall be granted a leave of absence without pay for such time it is necessary for complete recovery for such illness; the period of time not to exceed one calendar year. Upon return from leave, an employee shall be assigned to the same position if available or a substantially equivalent position.
- B. The Superintendent may grant a leave of absence. The district will adhere to the provisions of the FMLA when dealing with such leave request of the employee.

### **Leave Pay**

- A. Employees will be provided 12 sick days per year; additional sick days will be used from any accrued sick days from the previous year(s) employment.
- B. Leave of absence with pay chargeable against the employee's sick leave allowance shall be granted for the following reasons:
  - 1. A maximum of five (5) days per school year to care for illness or injury of immediate family.
  - 2. One day when emergency illness in the family requires an employee to make arrangements for necessary medical or nursing care. The administration may request the employee to present documentation.
  - 3. Time necessary for special medical and dental appointments when such appointments cannot be made at other times.
  - 4. A maximum of five (5) days per school year for a death in the immediate family.
  - 5. Any other emergency is to be approved by the Superintendent.

- 6. Immediate family is defined as spouse, children, grandchildren, parent or equivalent, mothers-in-law, fathers-in-law, brother, brothers-in-law, sister, sisters-in-law, grandparents of either spouse or any family member residing in the household.
- 7. An employee may take one day per year to attend or participate in a funeral.
- C. In the event of the death of a person not interpreted as "immediate family" and whose relationship to the Employee poses an unusual circumstance, leave may be granted at the discretion of the Superintendent or his/her designee.
- D. The total unused portion of the annual sick leave allowance shall be permitted to accumulate without limit. If for any reason, other than a criminal offense against the district, a Central Office Employee is terminated after ten years of service, the employee will be provided a severance benefit of \$45.00 per day for each unused sick day.
- E. Each Central Office Employees shall receive four (4) personal business days per year in addition to the sick leave pay; exception: if Columbus Day is observed by the district three (3) personal business days will be granted. Personal business days may be used for any reason the employee feels warranted. Unused business days may accumulate as sick leave.
- F. Central Office Employees shall be allowed the maximum number of snow days for inclement weather allowed by the MDE per school year.

### Holidays and Vacations

- A. Central Office Employees shall be paid for the legal holidays listed below including 4 days of Spring Break and such holiday which falls on a weekend where the proceeding Friday or following Monday school is not in session. Central Office Employees shall not be expected to work during the holiday recess unless the employee feels it necessary, as the office will be closed to the public during these recesses. If said employees choose not to work during any unpaid holiday recess Personal or Vacation Days must be used.

News Years and New Year's Eve
Good Friday
Memorial Day
Labor Day
October Fall Break
Thanksgiving & Friday following Thanksgiving Day
Christmas Eve and Christmas Day
4 <sup>th</sup> of July and day preceding or following which ever works best with the workweek

- B. Exceptions: Columbus Day, Washington's Birthday, the day preceding Thanksgiving, and the Fridays preceding Labor Day and President's Day provided that the school calendar is so arranged that school is not in session on those days.

### Annual Leave

- A. Full-year (52 weeks) shall be eligible for annual leave as shown in the table below:

Years of Employment in Position	Leave Days per Calendar Year
One Year	Five (5) Days
Two to Four Years	Ten (10) Days
Five to Seven Years	Fifteen (15) Days
Eight Years and Over	Twenty (20) Days

- B. Employees shall be allowed to carry 5 days of vacation time over to the next year, not to exceed 5 weeks in any given year. The remaining balance will be paid to the employee at their current hourly rate.

- C. Longevity pay shall be awarded to Central Office personnel who were hired prior to July 1, 2010 as shown in the following table:

<b>LONGEVITY (for employees hired prior to July 1, 2010)</b>	
<b>10 Years</b>	\$0.61
<b>15 Years</b>	\$0.73
<b>20 Years</b>	\$0.84
<b>25 Years</b>	\$0.97

- D. All new hires, including employees transferring contracts within the district, are to begin at the lowest rate of pay per job classification with no longevity.
- E. If an employee feels her duties warrant a review to her classification, said employee shall have the right to present such a request to the Superintendent or his designee.

IN WITNESS WHEREOF, the parties have here unto set their hands and seals this on May 26, 2020.

<b>MONTROSE COMMUNITY SCHOOLS CENTRAL OFFICE PERSONNEL</b>	<b>MONTROSE COMMUNITY SCHOOLS BOARD OF EDUCATION</b>



C. Paid vacation accrues on June 30<sup>th</sup> of each year.

**Insurance**

A. The Board shall provide insurance to Central Office Employees (employed directly by the District) and their eligible dependents.

PAK A (or comparable coverage)	PAK B (or comparable coverage)
<ul style="list-style-type: none"> <li>• MESSA Choices Health Insurance Plan</li> <li>• Long-Term Disability (66 2/3/ of salary, 90 calendar days modified fill -\$4,000 max)</li> <li>• Vision VSP 3</li> <li>• Delta Dental 80/80/80 (\$1,300 annual/\$1,800 lifetime)</li> <li>• Life Insurance \$45,000 AD&amp;D</li> <li>• Dependent Life (\$5,000 spouse)</li> </ul>	<ul style="list-style-type: none"> <li>• \$500 Cash Option</li> <li>• Long-Term Disability (66 2/3/ of salary, 90 calendar days modified fill -\$4,000 max)</li> <li>• Vision VSP 3</li> <li>• Delta Dental 80/80/80 (\$1,300 annual/\$1,800 lifetime)</li> <li>• Life Insurance \$45,000 AD&amp;D</li> <li>• Dependent Life (\$2,000 spouse)</li> </ul>

B. Other insurance options shall be provided at the employee’s cost through payroll deduction.

C. Coverage shall be for a full twelve (12) month period concurrent with the contract year (July 1 – June 30).

**Compensation**

A. Inasmuch that the fiscal stability of the District is in the best interests of all employee groups, it is also recognized that all employees must be recognized as partners in the shared efforts to maintain adequate resources. As such, the following compensation agreement shall remain in effect for the duration of this agreement.

B. Beginning with the 2019-2020 school year and for the duration of this agreement, compensation for Central Office Employees shall be based on the wages schedule shown in Table A. Annual adjustments to this schedule shall be calculated on the basis of the District’s general fund balance as determined by the official financial audit for the previous school year as follows:

Audited General Fund Balance	Compensation Formula
General Fund Balance less than 10%	Freeze in Salary and No Step Increase
General Fund Balance equal to 10%	Step Increase
General Fund Balance equal to or greater than 11%	0.75% (0.0075) increase to the base
General Fund Balance equal to or greater than 12%	An additional 0.75% (0.0075) increase to the base (cumulative gain of 1.5% (0.015%) to the base

TABLE A – WAGE SCHEDULE <sup>2</sup>							
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Central Office Secretary	\$14.38	\$14.67	\$14.96	\$15.27	\$15.37	\$15.87	\$16.20
Special Education Secretary <sup>1</sup>	\$14.38	\$14.67	\$14.96	\$15.27	\$15.37	\$15.87	\$16.20
Payroll & Benefits Coordinator	\$16.75	\$17.09	\$17.43	\$17.78	\$18.13	\$18.49	\$18.86
Executive Secretary	\$17.11	\$17.45	\$17.80	\$18.16	\$18.52	\$18.90	\$19.26
<p>1. Special Education Secretary shall be assigned 210 work days per calendar year. Work days will be coordinated with Special Education Director or Superintendent.</p> <p>2. Employees hired into their position under this Agreement after January 1, 2021 will not progress a wage step until the 2021-2022 school year.</p>							

IN WITNESS WHEREOF, the parties have here unto set their hands and seals this on May 26, 2020.

MONTROSE COMMUNITY SCHOOLS CENTRAL OFFICE PERSONNEL	MONTROSE COMMUNITY SCHOOLS BOARD OF EDUCATION
<i>Mary Anne Kilbourn</i>	<i>[Signature]</i>
<i>Jeff Sutter</i>	
<i>Kelly Reinhardt</i>	
<i>Kimberly D. Slater</i>	