

**ADMINISTRATIVE ASSISTANT
(UNCLASSIFIED)**

WAGE AND BENEFIT INFORMATION



JULY 1, 2008- JUNE 30, 2010

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ARTICLE I
CLASSIFICATIONS

- Administrative Assistant to the Superintendent
- Administrative Assistant to the Assistant Superintendent for Human Resources
- Administrative Assistant for Finance

ARTICLE II
PAID LEAVES OF ABSENCE

2.1 Definition of Terms for Purpose at Hand

"Immediate Family" - shall include father, mother, husband, wife, child, sister, brother, parent-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, step-children, step-parents.

"School Month" - shall be defined as consisting of twenty (20) days exclusive of Saturdays, Sundays, and legal holidays for schools, which shall fall within a school week, a school week to consist of Monday, Tuesday, Wednesday, Thursday, and Friday.

"Per Diem Basis" - shall be the amount obtained by dividing the contractual salary by the number of days to be employed as indicated in the contract.

2.2 Sick Leave (Personal Illness and/or Disability)

- A. During the first year of employment, each shall be granted eleven (11) sick days at the beginning of the year.
- B. Employees who have accumulated sick leave due to previous service but who are unable to begin a new contract year because of personal illness or personal injury shall be allowed to draw upon such sick leave accumulated until it is depleted or until resumption of assigned work.
- C. After the first year of employment, there shall be an allowance of one (1) day per month up to a maximum of twelve (12) days per year for twelve (12) month employees. In addition to the above, each shall be granted one (1) sick day at the beginning of each year.
- D. Accumulation of sick leave days shall be without limit.
- E. Additional absence shall result in deduction on a per diem basis.
- F. Deductions made for illness when the employee has not accumulated sick leave to cover the illness shall be repaid to the employee during the school year, if and when sufficient days have been accumulated to cover such sick leave.

- G. Any employee who is absent because of injury or disease in compliance with the Michigan Workers' Compensation Law shall receive from the Board the difference between the allotted amount and his/her regular salary for the duration of the illness limited to and deducted from any accumulated sick leave. The number of days of sick leave deducted would be proportionate to the dollar amount contributed in salary by the Board. However, if employee suffers a job-related injury in the course of carrying out the responsibilities of his/her employment, such absences shall not be charged against the employee's sick leave, providing the injury does not involve negligence on the part of the employee or the employee did not exercise reasonable care. In cases where an injury is determined to be job-related and incurred during the course of carrying out the responsibilities of the person's employment, the employee shall be paid the difference between his/her salary and the benefits provided under the Michigan Workers' Compensation/Act for the duration of the absence.
- H. Illness and disabilities associated with, caused by, or contributed by pregnancy, miscarriage, abortion, childbirth and the recovery therefrom shall be, for the purposes of this Agreement treated as any other illness or disability.
- I. The Board of Education reserves the right to consider all sick leave problems extending beyond the limitations set forth herein on the merits of each individual case.

2.3 Leave (Illness, Disability, Injury and/or Death in Immediate Family)

- A. Absence of a reasonable length of time but not to exceed five (5) days per year caused by the critical illness, disability or injury of a member of the immediate family whose care is the direct responsibility of the employee and requiring the personal attention of the employee will be compensated by payment of salary. Requests for exceptions shall be approved through the Assistant Superintendent of Human Resources.
- B. Absence of not more than five (5) days per school year caused by each death in the immediate family shall be compensated by payment of salary. Requests for exceptions shall be approved through the Assistant Superintendent of Human Resources.
- C. The Board recognizes that reasonable travel time to attend to matters outlined in this section is appropriate use of sick leave.
- D. Absence of not more than three (3) days for the death of an aunt, uncle, nephew, niece or first cousin shall be compensated by payment of salary.
- E. Absence in this section shall be counted as sick leave and deducted under the regulations of Section 2.2.
- F. Additional absence shall result in a deduction on a per diem basis.
- G. No unused days in this section may be accumulated.

2.4 Miscellaneous Provisions Regarding Absence

- A. Employees who may have accumulated sick leave days under provisions of Section 2.2, paragraph D, and who terminate their employment with this school system, shall not be compensated by unused sick leave days and said unused sick leave days may not be carried forward in case of subsequent reemployment by this school system. However, employees employed in this district continuously for at least ten (10) consecutive years, shall, upon retirement, receive thirty (30) dollars for each unused day of accumulated sick leave.

2.5 Absence With Pay Not Chargeable Against the Employee's Allowance Shall be Granted for the Following Reasons:

- A. Absence when an employee is called for jury duty. (Pay difference between jury pay and regular pay.)
- B. Court appearance as a witness whenever an employee is subpoenaed to attend any proceeding. (Pay the difference between the court fee and regular pay.)
- C. Approved in-service or workshop attendance.
- D. Personal leave days shall be allowed at the rate of three (3) days per year of on-the-job employment, non-accumulative. Personal leave shall be approved by the immediate supervisor.

Employees who have used three (3) personal leave days and terminate their employment prior to serving a minimum of ninety-five (95) contractual days, shall have one (1) day of personal leave pay deducted from their final paycheck.

- E. Unused personal leave days shall be added to the sick leave accumulation in units of one-half (1/2) days.
- F. Two Professional Development Day a year, to be added to sick days if not used.

ARTICLE III

VACATIONS (NON-CONTRACT TIME)

- 3.1 Employees shall normally be employed for two hundred forty (240) days (48 weeks). The remaining days, (approximately 20), shall be used as non-contract days, (vacation).
- 3.2 Non-contract days shall be used within the July - June 30 fiscal year. Non-contract time may not be carried over into future years unless approved in writing by the Assistant Superintendent of Human Resources for specific and unusual cause. Extensions shall not be granted beyond August 31.
- 3.3 The immediate supervisor shall be responsible for scheduling non-contract time.
- 3.4 An employee who terminates employment in the course of the year, shall have salary adjusted, if necessary, to reflect non-contract days used. If excessive days have been used, the employee shall be liable for repayment of excess salary paid.

ARTICLE IV

HOLIDAYS

- 4.1 The following designated days shall be recognized as holidays with pay:

- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Day before Christmas
- Christmas Day
- Day before New Year's Day
- New Year's Day
- One day of two scheduled Mid-Winter break days (Supervisor approval)
- Good Friday p.m. (1/2 day)
- Hackley Day p.m. (1/2 day)
- Memorial Day

ARTICLE V

INSURANCE

- 5.1 A. The Board shall pay 100% of the premium for employees in this classification and their eligible dependents toward, either Plan A or Plan B, for the duration of this Wage and Benefit Information Booklet.

Plan A shall consist of:

Priority Health Medical Coverage, hearing is included, 10/30 prescription drug card
United Health Care – Vision Care Benefit
Met Life Dental Benefits
Met Life Basic Term Life and AD&D

The extent of coverage shall be determined by the employee's qualification for one of the following categories:

- a. single
- b. double
- c. family

Plan B shall consist of:

United Health Care – Vision Care Benefit
Met Life Dental Benefits
Met Life Basic Term Life and AD&D

Those selecting Plan B shall also be eligible for options in a dollar amount up to the Priority Health single subscriber premium. The options may be a tax deferred annuity plan. If a husband and wife are both employed by the school district, one (1) shall elect health insurance and the other shall elect options as indicated above.

- B. The Board shall provide without cost Met Life Basic Term Life Insurance with AD&D with a value of \$50,000 for each employee. The aforementioned benefits will be paid to the employee's designated beneficiary.
- 5.2 The obligation of the Board to provide the above insurance to any employee shall, notwithstanding the above provisions, terminate with the month in which the employee's services are terminated, if termination breaks the employment relationship. The insurance provided shall terminate with respect to any employee who ceases to be on the active employment rolls of the Board, except that individual cases may be subject to review by the Board of Education.
- 5.3 Open enrollment periods shall be jointly established, including opportunities for summer pre-enrollment or fall open enrollment and whenever group or individual subsidy amounts increase or decrease affecting the benefit package. The Board will be responsible for providing insurance information, including application, claim materials and enrollment meetings for the above-mentioned programs.
- 5.4 In the event that an employee has exhausted paid sick leave and continues to be affected with, or suffers, a medically confirmed illness or disability that causes the employee to be confined and/or restricted in such way as to prevent him/her from performing those active duties to which he/she was assigned, insurance benefits shall continue uninterrupted for periods as indicated below:

- A. Employed less than two (2) years - 6 months
- B. Employed over two (2) years - 12 months

ARTICLE VI

EARLY RETIREMENT

- 6.1 A retirement benefit of \$150.00 per year of service shall be paid in a lump sum within 30 days of retirement providing that:
- A. The employee is eligible for retirement under the State of Michigan Public School Employees Retirement System.
 - B. Has at least 10 full-time equivalent years of service in the Muskegon Public Schools.

ARTICLE VII

ADMINISTRATIVE ASSISTANT SALARY SCHEDULE
2008-2009 .5% Increase over 2007-2008
(Compensation 48 weeks)

| Position/Step | Adm. Assistant to Superintendent | Adm. Assistant to Asst. Supt. |
|----------------------|---|--------------------------------------|
| 1 | 42,953 | 41,217 |
| 2 | 45,338 | 42,045 |
| 3 | 46,495 | 43,196 |
| 4 | 47,649 | 44,347 |
| 5 | 48,804 | 45,385 |
| 6 | 49,959 | 46,659 |
| 7 | 51,115 | 47,814 |
| 8 | 53,159 | 49,723 |
| 9 | 55,286 | 51,714 |
| 10 | 57,497 | 53,784 |

ADMINISTRATIVE ASSISTANT SALARY SCHEDULE
2009-2010 .5% Increase over 2008-2009
(Compensation 48 weeks)

| Position/Step | Adm. Assistant to Superintendent | Adm. Assistant to Asst. Supt. |
|----------------------|---|--------------------------------------|
| 1 | 43,168 | 41,423 |
| 2 | 45,565 | 42,255 |
| 3 | 46,727 | 43,412 |
| 4 | 47,887 | 44,569 |
| 5 | 49,048 | 45,612 |
| 6 | 50,209 | 46,892 |
| 7 | 51,371 | 48,053 |
| 8 | 53,425 | 49,972 |
| 9 | 55,562 | 51,973 |
| 10 | 57,784 | 54,053 |

ARTICLE VIII

LONGEVITY

Longevity shall be paid in lump sum in the month in which the employee reaches their anniversary date.

| | <u>08/09</u> | <u>09/10</u> |
|-----------------------------|--------------|--------------|
| 34 or more years of service | 5,743 | 5,772 |
| 29 or more years of service | 4,593 | 4,616 |
| 24 or more years of service | 3,441 | 3,458 |
| 19 or more years of service | 2,291 | 2,302 |
| 14 or more years of service | 1,139 | 1,145 |

ARTICLE IX

OVERTIME

Overtime shall not be paid except for time spent substituting for another Administrative Assistant for work beyond the normal workday for the regularly held position. All such overtime shall be compensated at straight time or by compensatory time off.

