

AGREEMENT 4230

WORKING AGREEMENT FOR  
MISCELLANEOUS STAFF

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JULY 1, 2010 – JUNE 30, 2013

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KENTWOOD PUBLIC SCHOOLS  
5820 EASTERN AVENUE SE  
KENTWOOD, MICHIGAN 49508

Kentwood Public Schools  
5820 Eastern Avenue SE  
Kentwood, Michigan 49508

CONTENTS

A.	Wage ranges – July 1, 2010 – June 30, 2011 . . . . .	1
B.	Conditions of Employment . . . . .	3
C.	Vacations . . . . .	3
D.	Holidays . . . . .	4
E.	Leave Benefits . . . . .	4
F.	Fringe Benefits . . . . .	5
G.	Longevity Pay . . . . .	5
H.	Tuition Reimbursement . . . . .	5
I.	Flexible Benefits Plan . . . . .	6
J.	Mileage . . . . .	6
K.	Severance Pay . . . . .	6
	Appendix A – Health Insurance Options . . . . .	7
	Wage chart – 2010-11 . . . . .	8

Kentwood Public Schools  
5820 Eastern Avenue SE  
Kentwood, Michigan 49508

Agreement 4230 – Unclassified

Miscellaneous Staff

Effective July 1, 2010 – June 30, 2011

A. WAGES – The classified and wage ranges are as follows:

**HOURLY**

Class I

Ice Arena Support Staff*	\$ 7.40 - \$10.77
Ice Arena Support Staff Supervisor*	\$10.82 - \$13.60
Community Education Night Supervisor*	\$15.67 - \$20.26

Class II

Athletic Department Support Staff**	\$10.82 - \$13.60
Clerk / Typist	
Dispatcher - EKHS - Security Office*	
Receptionist	
Sub Caller	
Switchboard (EKHS)	
Security – KCE/Crossroads	

Class III

Environmental Clerk	
Special Education Pupil Accounting Clerk	\$11.29 - \$15.01
Piano Accompanist	

Class IV

Accounting Clerk I	\$13.36 - \$17.24
Building Manager	
Director / Coordinator Secretary (work weeks vary)	
General Secretary	
Human Resources Clerk	
Secretary to EKHS Principal	

Class V

Accounting Clerk II	\$15.93 - \$20.60
Insurance Clerk	
Secretary to Superintendent Office	
Payroll Clerk	

Class VI

Secretary to Assistant Superintendent	\$16.78 - \$21.65
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Class VII

Administrative Assistant to the Superintendent and Board of Education	\$17.94 - \$23.19
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**SALARIED**

Class I

Community Service Coordinator \$24,001 - \$34,146

Class II

Auditorium Technician \$34,856 - \$40,667  
In-School Suspension Supervisor

Class III

Payroll Supervisor \$46,190 - \$60,304  
Accounting Supervisor \$46,190 - \$60,304  
Communications Coordinator \$32,993 - \$42,108  
Aquatics Director \$39,263 - \$49,681  
Ice Arena Asst Manager/Programming \$39,263 - \$49,681  
Supervisor Custodial Operations \$41,560 - \$51,825  
Supervisor S.A.C.C. \$41,560 - \$51,825  
Facilities/Event Manager \$41,765 - \$53,168  
Transportation Supervisor \$41,765 - \$53,168  
Food Service Technology Manager \$35,339 - \$44,544  
WAN Network Specialist \$46,707 - \$60,822  
Computer Technician \$33,511 - \$42,625  
LAN/PC Specialist \$42,283 - \$53,159  
Assessment Data Info System \$46,707 - \$60,822  
Student/Business Info System Specialist \$46,707 - \$60,822  
Data Specialist \$42,283 - \$53,159  
Help Desk \$26,531 - \$33,718  
Transition Coordinator \$25,014 - \$35,587  
Parent Advocate \$25,014 - \$35,587

Class IV

Purchasing Agent \$51,373 - \$69,600  
Accountant \$51,373 - \$69,600  
Home Intervention Manager \$47,597 - \$55,179

Class V

Assist Safety Coordinator \$27,466 - \$35,258  
Food Service Supervisor \$25,014 - \$35,587  
Transition Coordinator \$25,014 - \$35,587

\* These positions provide no benefits.

\*\* This position involves a second shift premium – refer to KESPA Master Agreement for current rate.

B. Conditions of Employment

1. Probationary Period – If at any time prior to the conclusion of the probationary period the employee’s work performance is unacceptable, the employee is subject to immediate dismissal. The probationary period for all new employees shall be 60 work days.
2. New employees hired prior to February 1 of each school year shall receive a salary increase on the succeeding July 1<sup>st</sup>.
3. New employees hired after February 1 of each school year shall remain on the same salary/step until July 1<sup>st</sup> of the next calendar year following employment.

C. Vacations

1. Employees working a full calendar year (52 weeks) shall accrue paid vacation days according to the following schedule:

Seniority (as of June 30)	Vacation
0 – 5 years	10 days
6 – 10 years	15 days
11 years	16 days
12 years	17 days
13 years	18 days
14 years	19 days
15 years or more	20 days

2. Full-time employees working 42 or more weeks per school year will receive vacation pay. Employees working less than 52 weeks but more than 41 weeks will accrue vacation based on scheduled work weeks for year prorated from 52 week schedule on years of service.
3. Probationary employees shall become eligible for vacation pay after satisfactory completion of the probationary period.
4. Vacation days earned during a school year (July 1 – June 30) can be used as they are accrued, if approved in advance by the supervising administrator. If special circumstances dictate, the Assistant Superintendent for Human Resources will consider a request for the use of vacation days that have not been accrued. Consideration will be given to the job responsibilities, deadlines, etc., of each employee when determining vacation schedules. Vacation days must be used by December 31<sup>st</sup> following the school year in which they were accrued, or they will be added to the employee’s accumulated sick leave. Upon severance of employment, an employee will be paid for any unused vacation days.

D. Holidays

1. Employees shall be paid but not required to work on the holidays detailed below. The holiday pay will be at the employee's regular rate of pay for the number of hours normally scheduled to work.

July 4	1 day before New Year's Day
Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Friday after Thanksgiving Day	
1 day before Christmas Day	
Christmas Day	

\* Three floating holidays for full-year employees (one to be used at Christmas) and one floating holiday for less than full-year employees. These days are to be requested on "Change-of-Status Request" form and approved by supervisor.

2. To qualify for holiday pay an employee must work on the scheduled workday before and the first scheduled workday after the holiday unless on an approved paid leave.
3. Employees not reporting to work the scheduled workday before and after the holiday may be paid upon recommendation of the immediate supervisor to the Human Resource Office for reasons of extenuating circumstances.
4. Employees who are on probation are not eligible to receive holiday pay.
5. Holidays are considered as hours worked.
6. Should the employee's scheduled vacation include one of the aforementioned holidays, an additional day of vacation shall be granted to compensate for the holiday.

E. Leave Benefits

1. Upon completion of the probationary period, each employee shall be granted up to 11 days sick leave per year. Full year employees shall be granted up to 13 days sick leave per year.
2. Unused sick leave days shall have unlimited accumulation.
3. Employees may use two personal days (not accumulative) per year.

Any staff member that has accumulated fifty (50) sick days at the end of the previous school year may purchase one (1) additional personal day by using two (2) sick days. In all cases the personal leave days are chargeable to sick leave.

4. Other leave benefits are determined on the basis of the K.E.S.A. Master Agreement.

F. Fringe Benefits

All employees, normally scheduled to work 30 hours or more per week, shall receive full premiums as described in detail as per attached Appendix A; those employees working less than 30 hours per week, but at least 16 hours per week, shall receive 50% of the premiums listed.

G. Longevity Pay

The rate per hour for longevity pay is as follows:

<u>Fully Completed Years of Service as of June 30<sup>th</sup></u>	<u>Rate</u>
0 – 9 years	-0-
10 – 14 years	.23¢
15 – 19 years	.28¢
20 – 24 years	.34¢
25 or more years	.39¢

Increase longevity payment for 2<sup>nd</sup> and 3<sup>rd</sup> year of this agreement only.

- \$100 increase for years 10-15 employees
- \$150 increase for 16 years and above employees

H. Tuition Reimbursement

1. Tuition Reimbursement for approved courses directly related to the work responsibilities of the employee will be granted under the following conditions:
  - a. The course description will be submitted to the immediate supervisor and the Assistant Superintendent for Human Resources for approval prior to registration.
  - b. Tuition reimbursement will be limited to a maximum of nine (9) semester hours (or their equivalent) per year (January 1 thru December 31).
  - c. To receive reimbursement, the class must be successfully completed with a grade of "C" or better for undergraduate classes and a grade of "B" or better for graduate level classes. The grade transcript and proof of payment will be attached to the Tuition Reimbursement Form.
  - d. The rate of tuition reimbursement will be limited by the amount paid, but in no case will the rate exceed the average rate per semester hour (or equivalent term hour) charged by Western Michigan University, Central Michigan University and Michigan State University. An employee may take approved classes at these universities or at other institutions of higher learning.
  - e. Reimbursement will be for tuition only. The employee will be responsible for all other costs (books, fees, parking, transportation costs, etc.)
  - f. Class attendance, course work, etc., will take place during non-work hours of the employee.

I. Flexible Benefits Plan

The Board shall establish and maintain a cafeteria plan under Section 125 of the Internal Revenue Code. The cafeteria plan shall permit an employee who elects not to receive Board provided health insurance coverage to receive, in lieu of health insurance coverage, additional compensation in an amount described in this agreement. The additional compensation shall be subject to all required tax withholdings. The Board may revise the cafeteria plan, as necessary, to comply with the requirements of the Internal Revenue Code.

J. Mileage – IRS Rate of reimbursement.

K. Severance Pay

An employee who has worked ten (10) years or more for Kentwood Public Schools shall be compensated for an unused accumulated sick leave at the following rates:

- Rate 1 - applies to employees with 25-99 leave days
- Rate 2 - applies to employees with 100-249 leave days
- Rate 3 - applies to employees with 250 or more leave days

	Rate 1	Rate 2	Rate 3
Full-Year Employees -	\$20/day	\$25/day	\$30/day
Less than Full-Year Employees	\$15/day	\$20/day	\$25/day

L. Benefits/Insurance

See Appendix A – Insurance / Benefits Chart

**FULL TIME IS CONSIDERED 30 OR MORE HOURS PER WEEK**

Policy Adopted: 6/28/76  
 Policy Amended: 7/10/78; 1/14/80; 9/28/81; 7/25/83; 10/8/84; 7/22/85; 8/25/86; 8/10/87;  
 11/11/91; 6/9/92; 2/8/93; 12/6/93; 12/12/94; 5/13/96; 6/23/97; 9/21/98;  
 5/18/00; 6/30/03; 7/1/04, 07/01/06, 2/1/2011



