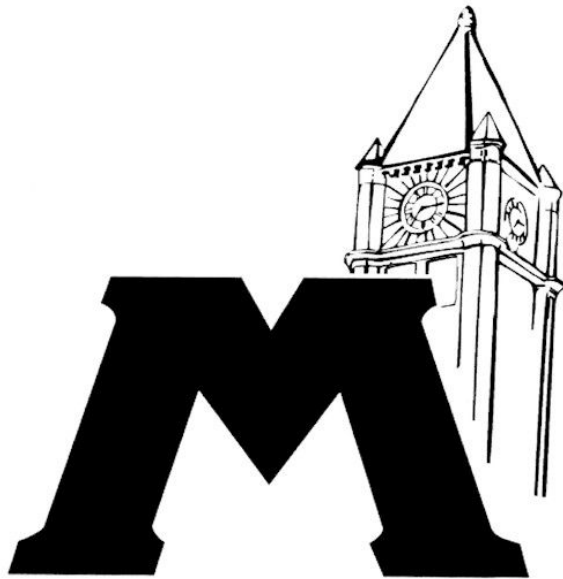


**MUSKEGON PUBLIC SCHOOLS
ADMINISTRATOR
WAGE AND BENEFIT INFORMATION**



July 1, 2008 – June 30, 2010

TABLE OF CONTENTS

ARTICLE I	CLASSIFICATIONS	1
ARTICLE II	WORK YEAR.....	2
ARTICLE III	HOLIDAYS.....	3
ARTICLE IV	PAID LEAVES OF ABSENCE.....	4-7
ARTICLE V	OTHER LEAVES OF ABSENCE	8
ARTICLE VI	INSURANCE PROTECTION	9-10
ARTICLE VII	TERMINATION	11

APPENDIX

APPENDIX A1	ADMINISTRATOR SALARY SCHEDULE 2008/09.....	12
APPENDIX A2	ADMINISTRATOR SALARY SCHEDULE 2009/10	13
APPENDIX A4	SALARY SCHEDULE – NON-INSTRUCTIONAL SUPERVISORS	14
APPENDIX B	ADMINISTRATIVE SALARY STRUCTURE	15-16

ARTICLE I
CLASSIFICATIONS

Assistant Superintendent

Executive Director

Director

Principal

Assistant Principal

Supervisor

Non-Instructional Supervisor

ARTICLE II

WORK YEAR*

2.1 The following shall be the scheduled paid days including paid holidays per year (July 1, 2008 - June 30, 2010):

	<u>Days</u>	<u>Weeks</u>	<u>Start & End Dates</u>
<u>Assistant Superintendent</u>			
Human Resources	235	(47)	July 1 – June 30
<u>Executive Directors</u>			
Administrative Services	230	(46)	July 1 – June 30
Community Services	230	(46)	July 1 – June 30
Elementary Education	230	(46)	July 1 – June 30
Museum	230	(46)	July 1 – June 30
Secondary Education	230	(46)	July 1 – June 30
<u>Directors</u>			
Buildings & Grounds	225	(45)	July 1 - June 30
Financial Services	230	(46)	July 1 - June 30
Special Education	225	(45)	July 1 - June 30
Pupil Personnel Services	225	(45)	July 1 - June 30
Athletics	220	(44)	July 1 - June 30
<u>Principals</u>			
Elementary	205	(41)	8 days before/5 days after
Middle School	210	(42)	13 days before/5 days after
Senior High	235	(47)	July 1 - June 30
Alternative EI	205	(41)	8 days before/5 days after
Head Start	220	(44)	July 1 – June 30
<u>Assistant Principals</u>			
Middle School	205	(41)	8 days before/5 days after
High School	220	(44)	July 1 – June 30
<u>Supervisors</u>			
Special Education	205	(41)	8 days before/5 days after
Instructional	204	(40.8)	8 days before/5 days after
<u>Non-Instructional Supervisors</u>			
Transportation Supervisor	225	(45)	July 1 - June 30
Accountant	230	(46)	July 1 - June 30
CNE Supervisor	230	(46)	July 1 – June 30

*Subject to change if needs change

ARTICLE III

HOLIDAYS

3.1 The following days shall be recognized as holidays with pay for administrators employed through 42 weeks:

Labor Day
Thanksgiving Day
Day following Thanksgiving
Last regular workday before Christmas
Christmas Day
Good Friday p.m. (1/2 day)
Hackley Day p.m. (1/2 day)
Memorial Day

Those employed 43-44 weeks (215-220 days) shall be granted New Year's Day as an additional holiday.

Those employed 45 weeks (225 days) or more shall be granted the last regular work day before New Year's Day and Independence Day (July 4) as paid holidays.

For those employed 43-47 weeks (215 – 235 days) or more, Martin Luther King Day and mid-winter break days are work days or unpaid days if not worked.

ARTICLE IV

PAID LEAVES OF ABSENCE

4.1 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, stepchildren, stepparents and any person in lieu of 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.

4.2 Sick Leave (Personal Illness and/or Disability)

- A. During the first year of employment, each administrator shall be granted one (1) sick day for each month scheduled to work plus one (1) 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. In addition to the above, each administrator 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 administrator has not accumulated sick leave to cover the illness shall be repaid to the administrator during the school year, if and when the sufficient days have been accumulated to cover such sick leave.

ARTICLE IV - CON'T.

- G. Worker's Compensation. In cases where an injury is determined to be job-related and incurred during the course of carrying out the responsibilities of the administrator's employment, the administrator shall be paid the difference between his/her salary and the benefits provided under the Michigan Worker's Compensation Act for the duration of the absence. Such absences shall not be charged against the administrator's sick leave.
- H. Illness and disabilities associated with, caused by, or contributed to by pregnancy, miscarriage, abortion, child birth and the recovery therefrom shall be 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.
- J. The Assistant Superintendent for Human Resources may ask the administrator to furnish a medical statement or other proof of illness or satisfactory recovery period if absence is lengthy or a pattern of absence develops.

4.3 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 administrator and requiring the personal attention of the administrator will be compensated by payment of the contractual salary. Requests for exceptions shall be approved through the Assistant Superintendent for Human Resources.
- B. Absence of not more than five (5) days per year caused by each death in the immediate family shall be compensated by payment of contractual salary. Requests for exceptions shall be approved through the Assistant Superintendent for Human Resources.
- C. The Board recognizes that reasonable travel time to attend to matters outlined in this Section are appropriate uses 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 contractual salary.

- E. Absence in this Section shall be counted as sick leave and deducted under the regulations of Section 4.2.
- F. Additional absence shall result in a deduction on a per diem basis.
- G. No unused days in this Section may be accumulated.

4.4 Miscellaneous Provisions Regarding Absence

- A. Administrators who may have accumulated sick leave days under provision of Section 4.2, 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, administrators 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.
- B. No administrator shall absent himself or herself from regular duties except as provided herein without the prior permission of the Assistant Superintendent for Human Resources. When, in the judgment of the Assistant Superintendent for Human Resources, such absence contributed to the general interest of the school system, compensation may be paid on a full or partial basis.

4.5 Absence With Pay Not Chargeable Against the Administrators Allowance Shall be Granted for the Following Reasons:

- A. Absence when an administrator is called for jury duty*. (Pay the difference between jury pay and regular pay.)
- B. Court appearance as a witness whenever an administrator is subpoenaed to attend any proceeding*. (Pay the difference between the court fee and regular pay.)
- C. Approved visitation at other schools or for attending education conferences or conventions.
- D. Time necessary to take the selective service physical examination.

*Expense allowances provided by the court shall not be reimbursed to the district. Neither shall the administrator be required to reimburse the district for expense allowances, jury pay or court fees if such service takes place during non-contract periods.

- E. Personal leave days shall be allowed at the rate of three (3) per year of on-the-job employment, non-cumulative.

Administrators, who have used three (3) personal leave days and terminate their employment prior to serving a minimum of 50% of their contract, shall have one (1) day of personal leave pay deducted from their final paycheck. Personal leave time may be taken in units of one-half (1/2) days.

- F. Unused personal leave days shall be added to the sick leave accumulation in units of one-half (1/2) days.

4.6 Professional Improvement Day

- A. Each administrator shall be allowed two (2) days per school year for Professional Improvement. Such days may be used at the administrator's discretion for, but not limited to, such activities as: seminars, workshops, in-services, educationally relevant visitations, etc.

This day may be used in increments of one-half (1/2) day. Any unused professional development day shall be carried forward the following year as a sick day.

ARTICLE V

OTHER LEAVES OF ABSENCE

- 5.1 Leaves of absence of up to six weeks during the first year after receiving defacto custody of an adopted child as required by the adoption agency.

Such leaves may be with pay (deducted from sick leave). Fringe benefits will be continued.

- 5.2 Military leave of absence shall be granted to any administrator who shall be inducted or shall enlist for military duty to any branch of the armed forces of the United States in accordance with the requirements of the applicable law. Administrators who make application to return to the Muskegon Public Schools within ninety (90) days of discharge from the armed forces shall be given the benefit of any increments up to a maximum of two (2) years credit which would have been granted to them had they remained in active service to the school system. Administrators may have to return in a teaching position.

- 5.3 Other leaves of absence as granted by the Board.

ARTICLE VI

INSURANCE PROTECTION

- 6.1 A. The Board shall pay 100% of the premium for administrators 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 administrator. The aforementioned benefits will be paid to the administrator's designated beneficiary.

- 6.2 The obligation of the Board to provide the above insurance to any administrator, notwithstanding the above provisions, shall be continued until the administrator has received the pro-rata portion of the twelve (12) month insurance year earned at the time of the termination or resignation. Individual cases may be subject to review by representatives of the Association and the Board, except that individual cases may be subject to review by the Board of Education.

- 6.3 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.

- 6.5 In the event that an administrator has exhausted paid sick leave and continues to be affected with, or suffers, a medically confirmed illness or disability that causes the administrator 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. Administrator employed less than two (2) years - 6 months
 - B. Administrator employed two (2) years or more - 12 months

- 6.6 In the event an administrator dies during the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums for the spouse and/or eligible dependents throughout that school year and the following July and August. If the administrator dies after the completion of the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums for the spouse and/or eligible dependents through September 30 of that year. In either of the above cases, the Board shall continue payments for no less than three (3) months.

ARTICLE VII

TERMINATION

- 7.1 Non-renewal or termination of contract as an administrator shall follow procedures as determined by the laws of the State of Michigan.

2008/2009 ADMINISTRATORS SALARY SCHEDULE AT .5% INCREASE OVER 2007/2008

Years	PTS	BA	PTS	BA20	PTS	MA	PTS	MA30	PTS	MA60
35		65627		68566		71506		72608		73343
30		64480		67419		70359		71461		72196
25		63327		66266		69206		70308		71043
20		62175		65114		68054		69156		69891
15		61026		63965		66905		68007		68742
14	163.0%	59886	171.0%	62825	179.0%	65765	182.0%	66867	184.0%	67602
13.5	163.0%	59886	171.0%	62825	179.0%	65765	182.0%	66867	184.0%	67602
13	163.0%	59886	171.0%	62825	179.0%	65765	182.0%	66867	184.0%	67602
12.5	163.0%	59886	167.5%	61540	175.0%	64295	177.5%	65214	179.5%	65948
12	163.0%	59886	164.0%	60254	171.0%	62825	173.0%	63560	175.0%	64295
11.5	159.0%	58417	160.5%	58968	167.5%	61540	169.5%	62274	171.5%	63009
11	155.0%	56947	157.0%	57682	164.0%	60254	166.0%	60988	168.0%	61723
10.5	151.5%	55661	153.5%	56396	160.5%	58968	162.5%	59703	164.5%	60437
10	148.0%	54375	150.0%	55110	157.0%	57682	159.0%	58417	161.0%	59151
9.5	144.5%	53089	146.5%	53824	153.5%	56396	155.5%	57131	157.5%	57866
9	141.0%	51803	143.0%	52538	150.0%	55110	152.0%	55845	154.0%	56580
8.5	138.0%	50701	140.0%	51436	146.5%	53824	148.5%	54559	150.5%	55294
8	135.0%	49599	137.0%	50334	143.0%	52538	145.0%	53273	147.0%	54008
7.5	132.0%	48497	134.0%	49232	139.5%	51252	141.5%	51987	143.5%	52722
7	129.0%	47395	131.0%	48129	136.0%	49966	138.0%	50701	140.0%	51436
6.5	126.0%	46292	128.0%	47027	133.0%	48864	135.0%	49599	137.0%	50334
6	123.0%	45190	125.0%	45925	130.0%	47762	132.0%	48497	134.0%	49232
5.5	120.5%	44272	122.5%	45007	127.0%	46660	129.0%	47395	131.0%	48129
5	118.0%	43353	120.0%	44088	124.0%	45558	126.0%	46292	128.0%	47027
4.5	115.5%	42435	117.5%	43170	121.5%	44639	123.5%	45374	125.5%	46109
4	113.0%	41516	115.0%	42251	119.0%	43721	121.0%	44455	123.0%	45190
3.5	110.5%	40598	112.5%	41333	116.5%	42802	118.5%	43537	120.5%	44272
3	108.0%	39679	110.0%	40414	114.0%	41884	116.0%	42618	118.0%	43353
2.5	106.0%	38944	108.0%	39679	112.0%	41149	114.0%	41884	116.0%	42618
2	104.0%	38210	106.0%	38944	110.0%	40414	112.0%	41149	114.0%	41884
1.5	102.0%	37475	104.0%	38210	108.0%	39679	110.0%	40414	112.0%	41149
1	100.0%	36740	102.0%	37475	106.0%	38944	108.0%	39679	110.0%	40414

LONGEVITY

YEARS	AMOUNT
15-19	1140
20-24	2289
25-29	3441
30-34	4594
35+	5741

For Doctorate add \$891

The scheduled increases are dependent upon approved experience in the school system. Such experience is approved through the supervisory report of the immediate supervisor.

2009/2010 ADMINISTRATORS SALARY SCHEDULE AT .5% INCREASE OVER 2008/2009

Years	PTS	BA	PTS	BA20	PTS	MA	PTS	MA30	PTS	MA60
35		65956		68910		71864		72972		73710
30		64803		67757		70711		71819		72557
25		63644		66598		69552		70660		71398
20		62486		65440		68394		69502		70240
15		61332		64286		67240		68348		69086
14	163.0%	60186	171.0%	63140	179.0%	66094	182.0%	67202	184.0%	67940
13.5	163.0%	60186	171.0%	63140	179.0%	66094	182.0%	67202	184.0%	67940
13	163.0%	60186	171.0%	63140	179.0%	66094	182.0%	67202	184.0%	67940
12.5	163.0%	60186	167.5%	61848	175.0%	64617	177.5%	65540	179.5%	66279
12	163.0%	60186	164.0%	60555	171.0%	63140	173.0%	63879	175.0%	64617
11.5	159.0%	58709	160.5%	59263	167.5%	61848	169.5%	62586	171.5%	63325
11	155.0%	57232	157.0%	57971	164.0%	60555	166.0%	61294	168.0%	62032
10.5	151.5%	55940	153.5%	56678	160.5%	59263	162.5%	60002	164.5%	60740
10	148.0%	54648	150.0%	55386	157.0%	57971	159.0%	58709	161.0%	59448
9.5	144.5%	53355	146.5%	54094	153.5%	56678	155.5%	57417	157.5%	58155
9	141.0%	52063	143.0%	52801	150.0%	55386	152.0%	56124	154.0%	56863
8.5	138.0%	50955	140.0%	51694	146.5%	54094	148.5%	54832	150.5%	55571
8	135.0%	49847	137.0%	50586	143.0%	52801	145.0%	53540	147.0%	54278
7.5	132.0%	48740	134.0%	49478	139.5%	51509	141.5%	52247	143.5%	52986
7	129.0%	47632	131.0%	48370	136.0%	50217	138.0%	50955	140.0%	51694
6.5	126.0%	46524	128.0%	47263	133.0%	49109	135.0%	49847	137.0%	50586
6	123.0%	45417	125.0%	46155	130.0%	48001	132.0%	48740	134.0%	49478
5.5	120.5%	44493	122.5%	45232	127.0%	46893	129.0%	47632	131.0%	48370
5	118.0%	43570	120.0%	44309	124.0%	45786	126.0%	46524	128.0%	47263
4.5	115.5%	42647	117.5%	43386	121.5%	44863	123.5%	45601	125.5%	46340
4	113.0%	41724	115.0%	42463	119.0%	43940	121.0%	44678	123.0%	45417
3.5	110.5%	40801	112.5%	41540	116.5%	43016	118.5%	43755	120.5%	44493
3	108.0%	39878	110.0%	40616	114.0%	42093	116.0%	42832	118.0%	43570
2.5	106.0%	39139	108.0%	39878	112.0%	41355	114.0%	42093	116.0%	42832
2	104.0%	38401	106.0%	39139	110.0%	40616	112.0%	41355	114.0%	42093
1.5	102.0%	37662	104.0%	38401	108.0%	39878	110.0%	40616	112.0%	41355
1	100.0%	36924	102.0%	37662	106.0%	39139	108.0%	39878	110.0%	40616

LONGEVITY

YEARS	AMOUNT
15-19	1146
20-24	2300
25-29	3458
30-34	4617
35+	5770

For Doctorate add \$895

The scheduled increases are dependent upon approved experience in the school system. Such experience is approved through the supervisory report of the immediate supervisor.

NON INSTRUCTIONAL SUPERVISORS SALARY SCHEDULE
(230 Days)

<u>Step</u>	<u>2008/2009</u> (.5% increase)	<u>2009/2010</u> (.5% increase)
1	47,399	47,636
2	48,986	48,231
3	50,557	50,810
4	52,143	52,404
5	53,863	54,132
6	55,639	55,917
7	57,473	57,760
8	59,371	59,668
9	61,331	61,638
10	63,354	63,671
11	65,381	65,708
12	67,473	67,810

LONGEVITY:**2008/09****2009/10**

35 years
30 years
25 years
20 years
15 years

5,741
4,594
3,441
2,289
1,140

5,770
4,617
3,458
2,300
1,146

MUSKEGON PUBLIC SCHOOLS
ADMINISTRATIVE SALARY STRUCTURE

This salary structure is based on the Administrator Base Salary Schedules. Where a range of index is shown, it indicates that 1% of the administrator's base salary, (188.5 day teacher's salary for that individual), is earned each year for administrative experience up to a maximum of ten years credit. Original placement on the administrative index shall be determined by the superintendent, based upon equivalent past experience.

Administrators whose work year extends beyond the standard teachers' contract shall be compensated for the extended employment at a per diem rate (1/188.5), applied to the individual's position on the administrators' salary schedule.

Longevity will be added to the above calculation when the administrator is eligible via the salary step. Longevity amounts are included in the Administrators' contract amount.

Assistant Superintendent 130 – 140 (30% - 40% range)

Executive Director 125 – 135 (25% - 35% range)

PRINCIPALS

Elementary 112-122 (12% - 22% range)
1% is added for each 100 students above 400

Middle School 120-130 (20% - 30% range)
1% is added for each 100 students above 700

Senior High 130-140 (30% - 40% range)
1% is added for each 100 students above 1,000

District EI 112-122 (12% - 22% range)

District Head Start 112-122 (12% - 22% range)

DIRECTORS

Buildings & Grounds 112-122 (12% - 22% range)

Financial Services 120-130 (20% - 30% range)

Special Education 120-130 (20% - 30% range)

Athletic Director 112-122 (12% - 22% range)

<u>Pupil Personnel Services</u>	112-122 (12% - 22% range)
<u>ASSISTANT PRINCIPALS</u>	105-115 (5% - 15% range)
<u>SUPERVISORS</u>	105-115 (5% - 15% range)

NOTES:

1. Administrators with the following additional responsibilities will be compensated as indicated:

	<u>2008-09</u>	<u>2009-10</u>
a. Two or more buildings (Principals)	1,035	1,040
b. Chief spokesman for negotiating team*	1,293	1,300
c. Member of negotiating team*	865	870

* Other than Human Resources staff or Cabinet.

