

**BERKLEY SCHOOL DISTRICT**  
**BERKLEY, MICHIGAN**  
**ASSOCIATION OF BERKLEY ADMINISTRATORS**

**2015-16**  
**2016-17**  
**2017-18**

**ADMINISTRATIVE BENEFITS POLICY HANDBOOK**

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**BERKLEY SCHOOL DISTRICT  
2015-18 ASSOCIATION OF BERKLEY ADMINISTRATORS  
ADMINISTRATIVE BENEFITS POLICY HANDBOOK**

**I. INTRODUCTION**

The ASSOCIATION OF BERKLEY ADMINISTRATORS is committed to the improvement of instruction in the Berkley Schools through the team management concept. Every member of the administrative staff is considered a member of the administrative management team under the direction of the Superintendent of Schools for the Berkley School District.

**II. MEMBERSHIP**

Employees designated as administrative staff of Berkley Schools are eligible for membership in the Association of Berkley Administrators (ABA). Employees designated as administrative staff of Berkley Schools shall respect agreements entered into on their behalf by discussions between the ABA and the Board of Education of the Berkley School District. In addition, it is the explicit right of all administrative personnel to discuss any aspect of employment with the Superintendent of Berkley Schools or his/her designee.

**III TENURE AND SENIORITY**

All administrative personnel who are certified as teachers have tenure as teachers in the Berkley School District after completion of the appropriate

probationary period. No administrator shall acquire tenure in an administrative position. Seniority is calculated based upon the length of district service.

**IV. CONTRACTS**

- A. The first two years in an administrative position is probationary. New administrators shall receive one year contracts for each of the first two years.
- B. After successful completion of two years of probation, a two-year contract may be issued, renewable annually by Board of Education action. Failure of the Board to act in accordance with the Michigan Revised School Code (currently Section 1229), results in automatic renewal for one (1) year.

**V. RETIREMENT**

- A. Retirement shall be paid by the Board to the Michigan Public School Employees Retirement System in the name of each employee. Retirement benefits are administered and governed by the MPSERS (Michigan Public School Employees Retirement System).

## **VI. SPECIFIC EMPLOYMENT BENEFITS**

Employment benefits listed below are applicable to the full administrative staff of the Berkley School System. The Superintendent of Berkley Schools shall designate employees classified as administrators, subject to confirmation by the Board of Education of the Berkley School District.

### **A. Vacations**

1. 52-week Administrators will receive their full allotment of vacation hours (Winter Break plus 25 days/school year) at the beginning of the school year, though these hours are actually earned during the work year. Administrators hired after July 1, 2015 will receive Winter Break plus 20 days/school year of vacation time. 52-week Administrators will use their vacation time earned in a given school year by July 31<sup>st</sup> following the year in which they are allotted. 52-week administrators have the option to request payment, on a per diem basis, for up to five (5) unused vacation days, with a total payment not to exceed \$2,000. Should a 52-week administrator separate from the district during the course of the school year, a calculation will be made that will prorate the hours earned commensurate with the portion of the school year the Administrator worked.
2. Administrative staff members employed for less than fifty-two

weeks shall follow the school calendar for professional staff in meeting the obligation of length of service for their specific contracts unless their individual contract provides otherwise. The Superintendent may request additional services of administrators during periods they are not scheduled to work. Payment for such service shall be at mutually agreed upon rates.

3. Summer Schedule/Work Year - Due to the increased demands of administrators to work some time over the summer (e.g. negotiations, hiring, scheduling, etc.), one (1) work week has been added to all schedule classifications except 52 week administrators. Administrators are to coordinate the five additional days with the Director of Schools and Human Resources and the days will be worked outside the traditional start and end dates of an administrators work/school year.

**B. Extending School Year**

If the Superintendent elects to require a less than 52-week administrator to work during a period of the school year which results in the reduction of total vacation time allowed to the administrator, the administrator will be reimbursed an amount which

reflects the current rate of pay. This does not preclude an alternate arrangement based on the mutual agreement of the Superintendent and individual administrators, or voluntary service during a vacation period by the administrator.

The start date for less than 52 week administrators will be fourteen (14) calendar days prior to the first teacher work date and fourteen (14) calendar days after the end date for students of each fiscal year.

**C. Holidays**

Those holidays, designated by the Board of Education and falling within an individual's contract year, shall be granted as days off with pay. Those days falling within an individual's contract year and not designated as paid vacation days or holidays are considered work days under the terms of the individual contract.

**D. Paid Time Off (PTO)**

1. Paid Time Off shall be granted on the basis of the following formula: 1st and 2nd years - 24 days, 3rd year - 34 days

The annual allotment is earned on a prorated basis based on days per month of active employment. Administrators employed as of July 1, 2015 may accumulate unused

personal sick leave to a maximum of two hundred (200) days. Administrators hired after July 1, 2015 shall accumulate to a maximum of one hundred (100) days.

2. Funeral leave - up to 5 days per occurrence for death in the immediate family and/or a member of the administrator's household. The immediate family shall include father, mother, father-in-law, mother-in-law, spouse, sister, brother, children, grandchildren and grandparents.
3. Common Sick Bank - A common sick leave bank is maintained by the district. An individual employee, upon exhaustion of his/her personal sick leave, and who is not eligible for LTD benefits or disability retirement, may draw on the common bank up to a number of days equivalent to the number of days in his/her personal bank as of July 1 of that year, not to exceed 50 days. An Administrator's use of the common bank must be authorized by the Superintendent upon verification of need for the leave.
4. Absences by an administrator exceeding 10 consecutive days shall require a written statement by a Board appointed physician certifying the administrator's fitness to perform the essential functions of their administrative position.



**E. Life Insurance**

Board paid group term life with AD & D rider in the amount of twice the amount of earnings shall be provided through a carrier designated by the Board of Education.

**F. Hospitalization and Medical Insurance**

**Insurance Benefits**

The District shall pay the annual amounts toward the total cost of the MESSA medical premium and Health Equity (HEQ) Health Savings Account (HSA) funding described below for each plan year:

\$5,992.38 for Single Subscribers

\$12,531.75 for Self and Spouse OR Self plus 1 non-spouse dependent coverage Subscribers

\$16,342.66 for Family Subscribers

These amounts shall adjust annually as determined by the Michigan State Department of Treasury.

Administrators will have the option to select medical/prescription coverage from one of the following options:

- 1) MESSA CHOICES - \$500/\$1,000 in network deductible, \$20 OV and Saver Rx Prescription coverage.

2) MESSA ABC Plan 1 (HEQ/HSA) - \$1,300/\$2,600 in network deductible, Saver Rx Prescription coverage. The deductible amount will increase as determined by the IRS.

At the administrator's option, the District will pre-fund \$1,000/\$2,000 of the deductible amount annually to each member's HEQ HSA payable at 1/12<sup>th</sup> each month. The District shall pay the remainder of the hard cap cost towards the MESSA annual medical premium up to the amounts specified above for single, self/spouse OR one non-spouse dependent, and family.

Administrators may contribute additional money towards their HEQ HSA up to the maximum amount allowed by Federal law.

For example, for those members selecting the MESSA ABC Plan 1, the District will allow for the adjustment of their contribution amounts toward their individual health savings account. This would allow for flexibility and the ability for staff members to react to "Qualified Life Event Changes" as well as to accommodate for the difference in the medical plan year (July 1) and the deductible calendar year (Jan. 1), among other potential beneficial reasons to allow for these quarterly changes.

The remaining annual cost for the administrator's elected medical plan premiums and the pre-funded balance that exceeds the Hard Cap amounts, if applicable, shall be paid by the administrator and

will be payroll deducted in equal bi-weekly amounts through a qualified Section 125 Plan.

**OR**

\$500 cash in lieu of health coverage per month for the ABA membership who selects this option. The cash would be included in the administrator's pay check.

**G. Dental Insurance**

Board paid full family insurance shall be provided, through a carrier designated by the Board of Education, based on the following schedule:

Preventive Treatment	100%
Routine Treatment	90% (\$1,000 calendar year max)
Major Restorative	90%
Orthodontic Treatment	90% (\$1,000 calendar year max)

**H. Long-Term Disability Insurance**

The Board of Education will pay the cost of a long-term disability policy under the following terms:

1. Eligibility - Each active full-time administrator who works a minimum of twenty hours per week.
2. Qualifying Period - Benefits accrue with respect to any one period of total disability after a qualifying period of 90

calendar days *or the end of accumulated sick leave.*

3. Benefit Period - Monthly benefits are payable during the continuance of total disability due to sickness or accident to, but not beyond, age 70.
4. Monthly Schedule Amount - 70% of base earnings and include administrative annuity prior to deductions for 403B and Section 125.

**I. Physical Examination**

The Board will pay up to \$100 per year toward the cost for a physical exam (not otherwise covered by employee's health insurance).

**J. Workers' Compensation**

The Board will pay an employee eligible under Workers' Compensation Laws, the difference between regular salary and compensation allowance to a maximum of 200 days.

**K. Jury Duty**

The Board will pay an employee on jury duty the difference between regular salary and the pay received for such jury duty according to the established procedure.

**L. Mileage**

Total mileage will be:

Shared Time Dean - \$1,920

High School Principal/Special Education Supervisor - \$1,210

Middle School Principals - \$880

Elementary Principals - \$880

Assistant Principals - \$660

Dean of Students - \$660

**M. Child Care**

A five (5%) percent discount will be given to any member using District pre-school child care services.

**N. Qualified Retirement Benefit (formerly known as Terminal Leave Benefit)**

1. To qualify for this benefit, an administrative employee must work in the Berkley School District for ten (10) consecutive years.
2. The administrative employee must be eligible to retire under the regulations of the Michigan Public School Employees Retirement Board.
3. Severance pay will be an amount equal to 1% of the base of the administrator's salary schedule times the number of years of service in the district. Administrators not on a schedule will have the allowance calculated using current

salary as a base.

4. The District shall reimburse each administrator \$15.00 per day for every sick day in their personal leave bank upon retirement up to a maximum of 200 days. Said pay shall be provided to the administrator via a 403b non elective deferral plan account.

**O. Leave of Absence**

1. Those rules governing the professional teaching staff shall apply to the administrative staff regarding leaves of absence.
2. The Superintendent may grant exceptions.
3. The Board shall provide for a Family Medical Leave Act (FMLA) unpaid leave of up to twelve (12) weeks to administrators that request it for the following purposes: birth/care of child; adoption; serious health condition of the teacher; care of a member of the immediate family with a serious health condition and certain qualifying exigencies permitted under FMLA when the administrator's spouse, son, daughter or parent is on active duty with the Armed Forces (including the National Guard or Reserves). Maternity leave will run concurrently with FMLA, however, an administrator may use paid leave, if days are available in his/her sick bank, for any disability during the FMLA leave. Further,

health insurance shall be provided to all those on such a leave that elected to be covered by Board paid health insurance prior to the leave for the duration of the leave. For purposes of this section, immediate family shall be defined as it is in the Federal Law governing this provision.

**P. Liability Insurance**

Insurance policies purchased by the Berkley School District provide protection against claims for damages arising from personal injury to others or property damage.

**Q. Vision Insurance**

Board paid full family vision insurance shall be provided through a carrier designated by the Board of Education.

**R. Professional Memberships**

The Board will reimburse each administrator up to \$600 per year for professional memberships related to their duties.

**S. Professional Development/Technology Allotment**

\$1,000 per year will be provided to each administrator for use toward professional development opportunities and/or work-related technology purchases. Purchases are to be coordinated through

the Assistant Superintendent of Curriculum, Technology, Assessment and Grants. Unused allocations may be carried over year to year of this three-year agreement, but must be used by the end of this three-year agreement. Equipment purchased becomes the property of the administrator.

## **VII. SALARY SCHEDULE**

### **A. Salary Formula**

For the 2015-16, 2016-17 and 2017-18 school years, should the audited Fall count in each of the respective years be equal to or greater than the audited Fall count for the previous fiscal year (not inclusive of TCEC but inclusive of the district's shared time FTE components of the Fall count) the Salary Schedule will be adjusted to reflect the "true, net" percentage increase to the District's state school aid foundation allowance from the previous school year's, less one-half percent, but in no case will the percentage increase be higher than 2.0%. The "true, net" percentage increase will be defined and calculated by determining and considering the state aid funding components the Michigan state legislature utilizes to arrive at the foundation allowance increase. *For example, if the district receives a gross \$75 per pupil (PP) increase to the foundation allowance in a given year but the state reallocates a portion(s) of the district's existing state funding (Best Practices revenue goes from \$50 in 2014-15 to \$20 in 2015-16) the Salary Formula calculation will utilize the true, net increase to the foundation allowance of \$45 (\$75 increase less \$30 pp reduction to BP funding).* The timing of the payment of the increment will be dependent upon when the District is officially notified of the final foundation allowance figure from the Department of Education for each applicable fiscal year of this provision. Should an adjustment(s) happen to the District's official foundation allowance during any year of this agreement, a corresponding adjustment will be made by the District to the salary formula and salary schedule but in no event shall the salary schedule be less than the 2014-15 schedule.

### **B. Salary/Step Increases**

For the 2015-16 school year, administrators not on the top step of the salary schedule will move one full step. Administrators currently on the top step will receive a one-time, off grid payment of \$600, to be paid prior



to the final December payroll.

For 2016-17, 2017-18 school years, administrators will move up a partial/full step should the district's "true, net" per pupil foundation allowance for the current year increase according to the following schedule:

<u>True, Net PP FA Increase</u>	<u>Step Movement</u>
\$1-99	½ step
\$100-\$124	¾ step
\$125+	1 full step

Determination of step movement will be recognized when the true, net increase to the district's foundation allowance is finalized by the state legislature. Once known, the district will publish the salary grid as well as any partial steps that may be recognized based on the above formula. Final step placement, on full or partial steps as determined by this provision, will constitute the administrator's beginning step placement point for the following school year.

**C. Fund Balance Sharing**

For each school year of this Agreement, the District shall pay each administrator 1% of their current base salary, one time, off schedule, should the district's audited fiscal year end General Operating Fund's fund balance figure equal or exceed 7.5%. Timing of payment will occur and be made to all administrators who were on the payroll at the end of the end of each respective fiscal year and after the fiscal year financial audit is completed.

**D. Enrollment Sharing**

For the 2015-16 school year, should the district's audited Fall 2015 pupil count exceed the Fall 2014 audited pupil count, the District shall pay each administrator, one-time, off grid, a percentage of the administrator's base salary, based on the following formula:

<u>Fall, 2015 audited fte count &gt; Fall, 2014 by</u>	<u>One-time, off grid payment</u>
100-149 student FTEs	0.50 %
150-199	0.75%
200+	1.00%

**E. Bi-Weekly**

Salaries in accordance with the Board of Education adopted schedule shall be paid on a biweekly basis prorated over the term of the individual employment year as identified in the individual contract, less deductions. Should the District move to bi-monthly payrolls, the ABA agrees to adjust to this schedule.

**F. Placement**

Placement on the salary schedule is determined by the Superintendent based on training, degree level and creditable experience. In the event an administrator changes placement within the district, s/he will receive the higher of the two salaries unless the change in placement is at the request of the administrator.

**G. Increments**

Increments accrue as of July 1 for each year of experience up to the listed MA maximum, Step 60, 61. Administrators will receive \$2,000 additional stipend for Ph.D., Ed.D, or J.D. to be paid prior to final December payroll.

**H. Deductions**

1. Involuntary - pay will be subject to withholding for federal income tax, state income tax and F.I.C.A.

2. Voluntary - employees may elect, upon written authorization, to have deductions withheld from their pay for tax-sheltered annuity programs, United Way contributions, Berkley Educational Foundation, additional insurance premiums, union dues, MIP retirement plan, and/or credit union payments.

**I. Tax-Sheltered Annuity**

The Board of Education has approved a plan whereby 6.5% of salary for each administrator (see attached schedule) shall be paid to a Board approved tax-sheltered annuity program or other Board approved option in lieu of salary. Payments will be made to the carrier under procedures established by the Business Office.

**J. Longevity Payment**

A longevity increase of 1% of current salary will be paid at year 5 of district administrative service. A longevity increase of 1.5% of current salary will be paid at year 10 of district administrative service. A longevity increase of 1.75% of current salary will be paid at year 15 of district administrative service.

Longevity payments will be processed on the last regular payroll date of the fiscal year. For purposes of calculating placement on “Longevity” schedule, administrators hired before December 31<sup>st</sup> will be considered hired as of July 1<sup>st</sup> of that same year.

## **VIII. ADMINISTRATIVE REDUCTION**

An administrator, affected by a reduction due to school closings or deletion of position, shall receive in the first year of such assignment, the daily rate (number of days worked) paid for the new assignment plus 80% of the difference between that wage and the administrative daily wage rate received times the number of days worked. The second year of such assignment, the percentage would be 50%. After the second year, no differential would be paid. Said administrator shall carry over his/her current sick leave, allowed in the new position. Payment of the differential will be made at the end of the school year, but prior to June 30.

## **IX. LIABILITY POLICY**

The Board shall purchase general liability and errors and omissions insurance coverage providing policy limits of at least One Million Dollars for the benefit of the Administrators who were acting in the scope and course of their employment by the Board at the time of the events giving rise to the coverage. The Board's sole obligation is to pay the premium for the coverage.

**X. DURATION OF AGREEMENT**

The Agreement shall be effective as of July 1, 2015 and shall continue in effective through June 30, 2018.

\_\_\_\_\_  
Ron Justice  
Secretary, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maribeth Krehbiel  
President  
Association of Berkley Administrators

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lawrence J. Gallagher  
Deputy Supt. of Finance, Facilities and Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christopher Sandoval  
Director of Schools and Human Resources

\_\_\_\_\_  
Date

<b>2015/16</b>	<b><u>SALARY</u></b>	<b><u>ANNUITY</u></b>	<b><u>TOTAL</u></b>	<b><u>LIFE INS.</u></b>
<b>A30 - ELEMENTARY PRINCIPAL</b>				
Step 10	88,449	5,749	94,198	189,000
Step 20	90,661	5,893	96,554	194,000
Step 30	92,872	6,037	98,909	198,000
Step 40	97,532	6,340	103,872	208,000
Step 50	103,457	6,725	110,182	221,000
Step 60	103,975	6,758	110,733	222,000
Step 11	90,942	5,911	96,853	194,000
Step 21	93,153	6,055	99,208	199,000
Step 31	95,362	6,199	101,561	204,000
Step 41	100,018	6,501	106,519	214,000
Step 51	105,970	6,888	112,858	226,000
Step 61	106,499	6,922	113,421	227,000
<b>A31 - MIDDLE SCHOOL PRINCIPAL</b>				
Step 10	90,336	5,872	96,208	193,000
Step 20	92,630	6,021	98,651	198,000
Step 30	94,923	6,170	101,093	203,000
Step 40	99,503	6,468	105,971	212,000
Step 50	105,551	6,861	112,412	225,000
Step 60	106,080	6,895	112,975	226,000
Step 11	92,723	6,027	98,750	198,000
Step 21	94,981	6,174	101,155	203,000
Step 31	97,239	6,321	103,560	208,000
Step 41	101,994	6,630	108,624	218,000
Step 51	108,064	7,024	115,088	231,000
Step 61	108,603	7,059	115,662	232,000
<b>A32- MIDDLE SCHOOL ASST PRINCIPAL/SPEC ED SUPERVISOR</b>				
Step 10	84,426	5,488	89,914	180,000
Step 20	86,138	5,599	91,737	184,000
Step 30	87,851	5,710	93,561	188,000
Step 40	92,248	5,996	98,244	197,000
Step 50	97,834	6,359	104,193	209,000
Step 60	98,323	6,391	104,714	210,000
Step 11	86,915	5,649	92,564	186,000
Step 21	88,627	5,761	94,388	189,000
Step 31	90,338	5,872	96,210	193,000
Step 41	94,732	6,158	100,890	202,000
Step 51	100,350	6,523	106,873	214,000
Step 61	100,852	6,555	107,407	215,000
<b>A32- TECHNOLOGY DIRECTOR</b>				
Step 10	90,182	5,862	96,044	193,000
Step 20	92,012	5,981	97,993	196,000
Step 30	93,841	6,100	99,941	200,000

Step 40	98,536	6,405	104,941	210,000
Step 50	104,508	6,793	111,301	223,000
Step 60	105,030	6,827	111,857	224,000
Step 11	92,841	6,035	98,876	198,000
Step 21	94,669	6,153	100,822	202,000
Step 31	96,498	6,272	102,770	206,000
Step 41	101,191	6,577	107,768	216,000
Step 51	107,193	6,968	114,161	229,000
Step 61	107,729	7,002	114,731	230,000

**A33 - HIGH SCHOOL PRINCIPAL -52 WEEKS**

Step 10	100,389	6,525	106,914	214,000
Step 20	102,918	6,690	109,608	220,000
Step 30	105,446	6,854	112,300	225,000
Step 40	110,763	7,200	117,963	236,000
Step 50	117,360	7,628	124,988	250,000
Step 60	117,946	7,666	125,612	252,000
Step 11	102,774	6,680	109,454	219,000
Step 21	105,327	6,846	112,173	225,000
Step 31	107,880	7,012	114,892	230,000
Step 41	113,197	7,358	120,555	242,000
Step 51	119,821	7,788	127,609	256,000
Step 61	120,420	7,827	128,247	257,000

**A35 - HIGH SCHOOL ASST PRINCIPAL/ATHLETIC DIRECTOR**

Step 10	84,426	5,488	89,914	180,000
Step 20	86,138	5,599	91,737	184,000
Step 30	87,851	5,710	93,561	188,000
Step 40	92,248	5,996	98,244	197,000
Step 50	97,834	6,359	104,193	209,000
Step 60	98,323	6,391	104,714	210,000
Step 11	86,915	5,649	92,564	186,000
Step 21	88,627	5,761	94,388	189,000
Step 31	90,338	5,872	96,210	193,000
Step 41	94,732	6,158	100,890	202,000
Step 51	100,350	6,523	106,873	214,000
Step 61	100,852	6,555	107,407	215,000

**A36 - ELEMENTARY DEAN OF STUDENTS/DEAN OF SHARED TIME**

Step 10	81,349	5,288	86,637	174,000
Step 20	83,384	5,420	88,804	178,000
Step 30	85,418	5,552	90,970	182,000
Step 40	89,688	5,830	95,518	192,000
Step 50	95,114	6,182	101,296	203,000
Step 60	95,590	6,213	101,803	204,000
Step 11	83,837	5,449	89,286	179,000
Step 21	85,871	5,582	91,453	183,000
Step 31	87,905	5,714	93,619	188,000

Step 41	92,175	5,991	98,166	197,000
Step 51	97,626	6,346	103,972	208,000
Step 61	98,113	6,377	104,490	209,000

**The salary grid has been adjusted to reflect the additional five days for non-52 week administrators work over the summer. See Article VI, Section A3.**

**\$2,000 will be added to the salary only for High School Asst. Principals-Steps 20, 21, 30, 31, 40, 41**