

EMPLOYMENT RELATIONSHIP POLICY
2009-2013

The Grosse Pointe Public School System

Non-Instructional Supervisors

*389 St. Clair
Grosse Pointe, Michigan 48230*

**EMPLOYMENT RELATIONSHIP POLICY
FOR
NON-INSTRUCTIONAL SUPERVISORS
AND
NON-BARGAINING UNIT SECRETARIES**

2009-2013

TABLE OF CONTENTS

Table of Contents

DEFINITION..... 1

WORK YEAR.....2

TRIAL PERIOD.....2

VACATION ALLOWANCES.....2

HOLIDAYS.....3

PAID LEAVES3

Sick Leave..... 3

Other Leaves..... 3

NON-PAID LEAVES3

Leave of Absence 3

Family Medical Leave Act (FMLA)..... 4

FRINGE BENEFITS.....4

Other Insurance Contingencies..... 4

PHYSICAL EXAMINATION.....4

SALARIES4

General Fund Equity at Least 10%..... 5

Example of Net Revenue Increase 5

3% Clause..... 6

Example of Net Revenue Decrease..... 6

General Fund Equity Below 10%..... 6

General Fund Equity Above 15% after Implementation of Section A Above..... 7

Implementation..... 7

Education Allowance Credit..... 8

LONGEVITY PAY.....8

CONFERENCE/WORKSHOP ATTENDANCE8

NO SMOKING ON SCHOOL PROPERTY8

PERSONAL PROPERTY8

DISCUSSION OF PROBLEMS.....	9
TERMINATION OF EMPLOYMENT.....	9
SEVERANCE PAYMENT	9
ASSESSMENT OF EMPLOYMENT RELATIONSHIP POLICY	9
APPENDIX A.....	10
FLEXIBLE BENEFITS PROGRAM.....	10
<i>Long Term Disability Insurance.....</i>	<i>10</i>
<i>Group Life Insurance.....</i>	<i>10</i>
<i>Health Coverage.....</i>	<i>10</i>
<i>2011-2012 and 2012-2013 School Years.....</i>	<i>11</i>
<i>Dental Coverage.....</i>	<i>12</i>
<i>Vision Coverage</i>	<i>12</i>
<i>Health Plan Credits.....</i>	<i>12</i>
<i>Non Medical Plan Credits.....</i>	<i>12</i>
<i>Non Medical Plan Price Tags</i>	<i>13</i>
<i>Section 125 of the IRS Code.....</i>	<i>13</i>
APPENDIX B.....	14
2009-2010 SALARY SCHEDULE	14
2010-2011 SALARY SCHEDULE	15
2011-2012 SALARY SCHEDULE	16
INDEX	17

DEFINITION

1.1 Non-Instructional Supervisors and Non-Bargaining Unit Secretaries are defined below. Non-Instructional Supervisors are not administrative employees and do not hold positions which require administrator certification.

	Job Titles
<i>Business Operations</i>	
Director (1 st)	Director of Business Operations
Manager (1 st)	Manager of Buildings and Grounds
Managers (2 nd)	No Position
Supervisors (1 st)	No Position
Supervisors (2 nd)	Community Relations Supervisor Human Resources Supervisor Performing Arts Center Supervisor Supervisor of Energy and Building Operations
Supervisor (3 rd)	Support Services Supervisor Supervisor of Custodial Operations
Coordinator	Fringe Benefits Coordinator Staff Development Coordinator Support Services Coordinator
Support	Dean of Students/Compliance Officer Executive Assistant to the Superintendent Executive Secretary to Asst. Superintendent of Human Resources and Labor Relations Pupil Accounting
Assistant	Secretary to the Superintendent
<i>Technology</i>	
Manager (1 st)	Technology Manager
Manager (2 nd)	No Position
Supervisors (1 st)	No Position
Supervisors (2 nd)	Information Systems Supervisor Senior Network Supervisor
Technical Analyst	Assessment Systems Information Services Analyst
Assistant	No Position
<i>Profit Center</i>	
Manager (2 nd)	No Position
Manager (3 rd)	Manager of Community Education
Supervisors (2 nd)	School Age Children Supervisor
Supervisor (3 rd)	No Position
Support	No Position
Assistant	No Position

WORK YEAR

2.1 The work year for twelve month NIS employees shall begin on July 1 and end on June 30 of each year. For NIS employees who work less than twelve months the starting and ending date will be determined by the Superintendent of Schools.

TRIAL PERIOD

3.1 The first 60 days of employment is considered a trial period.

VACATION ALLOWANCES

4.1 Twelve (12) month NIS employees shall be entitled to vacations on the following basis:

Years of Service	12 Month NIS employee*
During 1 st through 5 th year of service	15 days
During 6 th through 25 th year of service	20 days
26 th year and thereafter	25 days

** employees working less than 12 months shall be entitled to vacation prorated to the portion of their work year.*

4.2 Vacation allowances are earned by working a full year (July 1-June 30). NIS employees who do not meet this requirement will receive a prorated vacation allowance.

4.3 Vacation allowance is to be used in the year earned. However, unused vacation days may accumulate for a period of up to two years; ten days for 11 month employees and twelve days for 12 month employees may be accumulated for an indefinite period.

4.4 Vacation days are to be taken at such times as approved by the NIS employee's immediate supervisor. Prior to the vacation the Assistant Superintendent of Human Resources is to be notified in writing of the use of such days.

4.5 An NIS employee's daily rate of pay is determined by dividing the total salary compensation by 247 days for a twelve month NIS employee and 227 days for an eleven month NIS employee.

4.6 An NIS employee will be awarded two non-duty days to be used at the discretion of the NIS employee with approval from immediate supervisor during the fiscal year. The two non-duty days shall be used during the fiscal year and will not carryover from year to year.

HOLIDAYS

5.1 NIS employees will be eligible for paid holidays provided to all other employees, if they occur during the assigned working year. Martin Luther King holiday will be considered a paid holiday if it is a non-report day for teaching staff.

PAID LEAVES

SICK LEAVE

6.1 During the first year of employment the NIS employee shall earn one sick leave day for each month worked. At the conclusion of one year of service the Board will provide an unlimited sick leave program for personal illness or disability to the extent of 120 duty days per illness or disability.

6.2 Illness or disability means the complete inability of the NIS employee, due to sickness or injury, to perform each and every duty pertaining to his/her assignment with the Board. Illness includes cases where emergency medical procedures are required. Appointments for medical examinations and diagnostic testing which cannot be scheduled outside the normal work day shall qualify for leave under the terms of Sick Leave. Illness or disability shall not exist where a NIS employee is actively working for the Board, another employer or in self employment, or is confined in a penal institution. Illness or disability shall not exist where caused or contributed by intentionally self-inflicted body injury or war or any act of war.

6.3 The conditions and requirements of such sick leave will be determined by the Superintendent of Schools.

OTHER LEAVES

6.4 The Board will make reasonable provisions to extend paid leaves of absence to NIS employees for such leaves as are necessary. These provisions include leaves for such reasons as illness or death in the family, jury duty, court appearances, military duty, and personal business. Whenever possible, such leaves must have prior approval of the Superintendent/Assistant Superintendent.

6.5 Extended leaves for such things as maternity, Peace Corps, Job Corps, sabbatical leave or for some special or unusual reason will be considered on an individual basis with a decision primarily based on the value such leave may bring to the school district.

NON-PAID LEAVES

LEAVE OF ABSENCE

7.1 The Board may grant a NIS employee a leave of absence, without pay and benefits, for any purpose it considers worthwhile for a period not to exceed one year subject to renewal at the discretion of the Board for an additional period not to exceed one year. Return from leave is expressly conditioned upon a position being available for which the Superintendent determines the NIS employee is qualified and capable of performing.

FAMILY MEDICAL LEAVE ACT (FMLA)

7.2 The Board will grant up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible NIS employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). All requests for such leave will be made to the Assistant Superintendent of Human Resources. When the need is foreseeable, notice will be given thirty (30) days before the start of the FMLA leave. If it is not possible for the NIS employee to give thirty (30) days notice, the NIS employee must give as much notice as is practicable. Proper certification of the reason for the leave must be provided. A NIS employee may be required to use all available leave time (i.e., sick leave, personal leave, and/or vacation leave) for all or part of the duration of the FMLA leave, with any balance of time being without pay. At the end of the FMLA leave, the NIS employee will be returned to his/her position held prior to the leave.

FRINGE BENEFITS

8.1 The Board of Education will provide all NIS employees with health, dental, vision, life, and long term disability insurance through a flexible benefits plan. See Appendix A.

OTHER INSURANCE CONTINGENCIES

8.2 For part time NIS employees the Board's contribution to the premium cost of the above benefits shall be limited to that percentage of the premium cost which is equivalent to the percentage of full time service rendered by the NIS employee.

PHYSICAL EXAMINATION

9.1 A NIS employee is eligible for an annual physical examination at Board expense subject to the following conditions. Upon written request a NIS employee will receive reimbursement equal to the amount charged by Concentra Medical Centers for its basic minimum examination. Every third year a NIS employee will be eligible for reimbursement equal to the amount charged by Concentra for its full comprehensive examination. For examinations given at Concentra the school district will be directly billed. For examinations given elsewhere NIS employees will be reimbursed upon the submission of receipts and/or canceled checks.

SALARIES

10.1 Salary levels will be determined by the Board of Education each year upon the recommendation of the Superintendent of Schools. For 2009-2010 the salary increase will be 0% on schedule. For 2010-2011 and for 2011-2012, the salary increase will be 1.5% on schedule. In addition, NIS employees will receive an increment of five percent (5%) each year, based upon satisfactory performance of duties, until the salary schedule maximum is reached within 5 years. See Appendix B.

10.2 The parties agree that salaries for the salary grid for the 2012-2013 school year shall be determined according to the formula set forth below. However, the parties agree that the District shall in all cases maintain a minimum general fund equity (defined hereafter) of at least 10% of Board-approved total general fund expenditures. Therefore, the formula works differently if the District's general fund equity falls below 10%.

10.3 Revenue is defined as a general fund revenue. Expenditures are defined as general fund

expenditures and transfers.

10.4 The explanation of the formula below is done with respect to the 2012-2013 school year, but the same principles shall apply to following school years as well.

10.5 As used in this formula “general fund equity” is undesignated and/or unassigned general fund balance and it would not include general fund revenues generated by sale of capital and/or financial gifts given to the district. The 10% general fund equity threshold will be based upon the District’s final and accepted audit for the 2011-2012 school year, which the parties should receive around November 1, 2012. For example, if in the final and accepted audit the District’s approved general fund expenditures are \$100 million for the 2011-2012 school year, and the District’s general fund equity as of June 30, 2012 is \$11 million, then the general fund equity is 11%, which would be above the 10% threshold.

GENERAL FUND EQUITY AT LEAST 10%

10.6 If the general fund equity has not fallen below 10% of the Board-approved total general fund expenditures, then the Board will allocate funds toward both direct and/or indirect compensation to NIS staff based upon the following factors that affect the general fund revenues and general fund expenditures for the District:

- Increase or decrease in net State foundation allowance revenue per pupil based on the established amount for the 2009-2010 school year (\$10,019 per pupil).
- Increase or decrease in MPSERS retirement rate on the budgeted rate for 2010-2011 @19.41% (compared with rate for 2011-2012, based upon 2011-2012 personnel)
- Whether or not there has been reinstatement of 20J funds per pupil that year
- Step advancement per established salary grids in NIS staff labor contract (including MPSERS and FICA costs)

10.7 The Board will allocate funds toward both direct and/or indirect compensation to NIS staff members in a percentage equal to the following formula, which incorporates the four factors above:

Increase in total revenues minus total expenditures from one year to the next (i.e., 2011-12 compared with 2010-2011) based upon the factors listed above.

X (multiplied by)

The Percent of total expenditure budget represented by NIS staff members direct and indirect compensation costs

equals

the total amount of revenue to be allocated toward both direct and/or indirect compensation for recognized NIS staff member bargaining group members.

EXAMPLE OF NET REVENUE INCREASE

10.8 The total net amount of revenue shall be allocated on the salary grids on a percentage basis (taking into account the then applicable MPSERS contribution rate and FICA), based upon this net amount divided by the total cost of the salary grid, unless the parties agree to allocate this revenue to the NIS staff members’ unit differently.

10.9 For example, if the state foundation allowance per pupil in 2011-2012 is increased over the previous year (2010-2011) by \$300 per pupil (gain \$2,400,000 for 8,000 FTE students), 20J funds are not reinstated in 2011-2012, the MPSEER rate goes up 0.5% in 2011-2012 (expense of \$325,000 on total

direct compensation for all district employees at \$65,000,000), and the step advancements in 2011-2012 result in an increase (expense at \$1,000,000, including MPSERS contribution and FICA costs), then the total additional available revenues year over year are \$1,075,000. If the cost of the NIS staff member bargaining unit compensation represents 1.6% of total general fund expenditures, then the total net amount of revenue for direct and/or indirect compensation for the NIS staff member unit would increase by \$17,200. Accordingly, this total amount would be spread equally over each of groups/years on the salary grid by an equal percentage basis over the remaining payroll periods of the 2012-2013 school year (again, unless the parties agreed to allocate the revenues to the NIS staff members' unit differently). This increase would carry forward to the following school year, although the percentage increase would be different because the number of payroll periods would be different.

3% CLAUSE

10.10 It is further understood and agreed that any cost associated with new programs or new initiatives should not increase the total year-over-year total budgetary expenditures by more than 3% unless such programs and initiatives required by federal and/or state mandates.

EXAMPLE OF NET REVENUE DECREASE

10.11 The total net amount of revenue loss shall be allocated to reduce the salary grid on a percentage basis (taking into account the then applicable MPSERS contribution rate and FICA), based upon this net amount divided by the total cost the salary grid, unless the parties agree to allocate this revenue loss to the NIS staff member unit differently.

10.12 For example, if the state foundation allowance per pupil in 2011-2012 is decreased over the previous year (2010-2011) by \$50 per pupil (loss of \$400,000 for 8,000 FTE students), 20J funds are not reinstated in 2011-2012, the MPSERS rate goes up 0.5% in 2011-2012 (expense of \$325,000 on total direct compensation for all district employees at \$65,000,000), and the step/year advancements in 2011-2012 result in an increase (expense at \$1,000,000, including MPSERS contribution and FICA costs), then the total revenue loss year over year is \$1,725,000. If the cost of the NIS staff member bargaining unit compensation represents 1.6% of the total general fund expenditures, then the total net amount of revenue loss to be allocated to the NIS staff member unit would be \$27,600. Accordingly, this amount would be spread equally over each of the years on the salary grid by an equal percentage basis over the remaining payroll periods of the school year (again, unless the parties agreed to allocate the revenues to the NIS staff member unit differently). This reduction would carry forward to the following school year, although the percentage decrease would be different because the number of payroll periods would be different.

GENERAL FUND EQUITY BELOW 10%

10.13 If the general fund equity has fallen below 10% of the Board-approved total general fund expenditures, then the NIS staff member salary grid shall be reduced by a percentage equal to the following formula:

The amount of funds required to return the general fund equity to the 10% threshold

X (multiplied by)

The Percent of total general fund expenditure budget represented by NIS staff member direct and indirect compensation costs

Equals

The total amount of revenue loss to be allocated toward both direct and/or indirect compensation

for recognized NIS staff member bargaining group members.

10.14 This total net amount of revenue loss shall be allocated to reduce the salary grid on a percentage basis (taking into account the then applicable MPSERS contribution rate and FICA), based upon this net amount divided by the total cost of the NIS staff member salary grid, unless the parties agree to allocate this revenue loss to the NIS staff member unit differently.

10.15 For example, if the general fund equity fell to 9%, and the funds required to return general fund equity were \$1,000,000, and if the cost of the NIS staff member bargaining unit compensation represents 1.6% of total general fund expenditures, then the total net amount of revenue loss to be allocated to the NIS staff member unit would be \$16,000 ($\$1,000,000 \times 1.6\%$). Accordingly, this amount would be spread equally over each of the years/steps on the salary grid by an equal percentage basis over the remaining payroll periods of the school year (again, unless the parties agreed to allocate the revenues to the NIS staff member unit differently). This reduction would carry forward to the following school year, although the percentage decrease would be different because the number of payroll periods would be different.

GENERAL FUND EQUITY ABOVE 15% AFTER IMPLEMENTATION OF SECTION A ABOVE

10.16 As used in this formula "General Fund Equity" is undesignated and/or unassigned general fund balance, and it would not include revenues generated by sale of capital and/or financial gifts given to the District. The general fund equity threshold will be based upon the District's final and accepted audit for the 2011-2012 school year, which the parties should receive around November 1, 2012. For example, if in the final and accepted audit the District's approved general fund expenditures are \$100 million for the 2011-2012 school year, and the District's general fund equity as of June 30, 2012 is \$17 million then the general fund equity is 17%.

10.17 If, after implementation of a change in compensation per section A above, there continues to exist a general fund equity above 15%, then the following would occur. The amount of dollars above the 15% general fund equity level would be determined and 1.1% of that amount would be allocated in a percentage "off-schedule bonus" distributed based on the following formula. This 1.1% amount of dollars above the 15% general fund equity level would be divided by the total direct compensation for NIS staff members for that given school year to determine the percent of an "off-schedule bonus" to be given per the individual salary of the NIS staff member.

10.18 This amount above the 15% general fund equity would be multiplied by 1.1%. In this example, if 1% of general fund equity represents \$1 million then a general fund equity of 17% with a threshold of 15% would mean that there is a total of \$2 million above the 15% fund equity threshold. This \$2 million would be multiplied by 1.1% (.011) for amount equal to \$11,000. The \$11,000 would be divided by the total of NIS staff member salary expenses including MPSERS and FICA for that previous school year to determine the percentage of the "off-schedule bonus" to be distributed based on the individual NIS staff member's pay rate. This "off-schedule bonus" would be distributed in the 26th pay of that school year. The "off-schedule bonus" percentage increase per year would be not exceed 6% of the NIS staff pay rate (including MPSERS and FICA costs).

IMPLEMENTATION

10.19 The parties will have until December 21, 2012, to agree to implement any increases or decreases in compensation differently than through a change in the salary grid as set forth above. Any change in pay (direct compensation) would be initiated beginning with the first scheduled pay day in January, 2013

and would be equally distributed through the remaining pays for work performed for that school year. It is understood and agreed that such changes shall not require the agreement or any action on the part of the bargaining unit members, as these changes are authorized by the parties' collective bargaining agreement.

EDUCATION ALLOWANCE CREDIT

10.20 NIS employees will be recognized for earned degrees according to the following formula:

- Associate's Degree \$250
- Bachelor's Degree \$500
- Master's Degree \$750

LONGEVITY PAY

11.1 NIS employees will be eligible for longevity pay in accordance with the following schedule:

NIS Experience	Combined Grosse Pointe Experience	Amount 2009-2013
Beginning with the 5 th year	Beginning with the 10 th year	\$1,285
Beginning with the 10 th year	Beginning with the 15 th year	\$1,928
Beginning with the 15 th year	Beginning with the 20 th year	\$2,571

11.2 Longevity pay will be calculated on July 1st each year and will be payable to qualified NIS employees beginning with the first paycheck thereafter.

CONFERENCE/WORKSHOP ATTENDANCE

12.1 A NIS employee may attend a job related conference/workshop upon the approval of the immediate supervisor and will be reimbursed for legitimate expenses, or a portion thereof, incurred in attending such meeting. The procedures for implementing this provision will be established by the Superintendent.

NO SMOKING ON SCHOOL PROPERTY

13.1 NIS employees shall not smoke on school property at any time.

PERSONAL PROPERTY

14.1 It is the policy of the Board of Education to reimburse NIS employees up to \$400 for loss or damage to personal property which is normally used in the discharge of assigned duties and when reasonable care has been demonstrated. Such reimbursement is not made for ordinary wear or gradual deterioration of property, loss of money or whatever is covered by personal insurance carried by the NIS employee or by the Board.

DISCUSSION OF PROBLEMS

15.1 NIS employees are encouraged to discuss job related problems with their immediate supervisor. If a problem is not resolved to the satisfaction of the NIS employee he/she may discuss it with the Assistant Superintendent of Human Resources. If the problem remains unresolved the NIS employee may discuss it with the Superintendent.

TERMINATION OF EMPLOYMENT

16.1 The NIS employee or the Board shall be required to provide the other four weeks notice (20 working days) whenever the termination of employment is to occur, except during the initial 60 day trial period, when a one day notice is all that is required. Failure of the NIS employee to give such notice shall result in a forfeiture of all accrued vacation pay owing the NIS employee. Failure of the Board to give such notice shall cause the Board to be liable for pay to the NIS employee beginning on the date, if any, such notice is actually given, to a maximum of twenty (20) days pay.

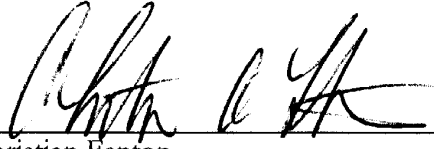
16.2 The NIS employee who experiences a loss of employment due to job elimination shall receive notice of job elimination two (2) months prior to the scheduled job elimination unless disciplinary action is in any way involved.

SEVERANCE PAYMENT

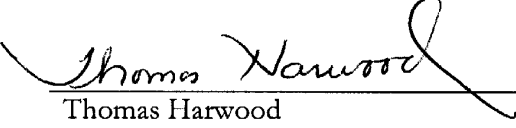
17.1 The Board shall provide NIS employees \$200 per year for all completed years of Grosse Pointe service.

ASSESSMENT OF EMPLOYMENT RELATIONSHIP POLICY

18.1 This Employment Relationship Policy has been discussed and assessed by the following individuals prior to Board of Education Approval on September 27, 2010.



 Christian Fenton
 Assistant Superintendent
 Business and Support Services



 Thomas Harwood
 Assistant Superintendent
 Human Resources and Labor Relations

APPENDIX A

FLEXIBLE BENEFITS PROGRAM

A.1 The Board will provide a flexible benefits program that offers choices among the benefit plans described in the paragraphs below.

A.2 Newly hired NIS employees are eligible to participate in the life, health, dental, and vision portions of the flexible benefits plan upon hire. NIS employees who have completed one year of service with the Board are also eligible to participate in the long term disability insurance portion of the flexible benefits plan.

A.3 The Board, in consultation with the NIS employees, will establish a menu of benefit options that will be available to NIS employees under the flexible benefits plan. The cost of each benefit option will be determined by the insurance carrier or plan administrator. All benefits, conditions and requirements of the following plans shall be as set forth in the policies of insurance and as interpreted by the plan administrators and/or carriers.

A.4 The flexible benefits plan will include the following:

LONG TERM DISABILITY INSURANCE

A.5 The Board will provide NIS employees with long term disability insurance that has the following features:

- 120 duty day waiting period;
- Payment of 90% of base monthly earnings for the first six (6) months of benefits (cap increased to NIS maximum salary for the duration of the agreement);
- Thereafter, payment of 66-2/3% of base monthly earnings (cap increased to NIS maximum salary for the duration of the agreement); and
- Up to 24 months of benefits for outpatient mental and nervous disorders.

GROUP LIFE INSURANCE

A.6 The Board will provide NIS employees core group life and accidental death and dismemberment coverage with a face value equal to twice their annual salary. Additional coverage will be available under the flexible benefits plan.

HEALTH COVERAGE

A.7 NIS employees will receive the following health plan options:

1. Full time NIS staff will receive an amount of health plan benefit credits that equals 93% of the cost of the Blue Cross Blue Shield Community Blue PPO Plan 2 as outlined. As a result, subject to the spousal surcharge, if a full time NIS staff member chooses Community Blue PPO Plan 2, the Board will pay 93% of the monthly cost of the plan for the NIS, spouse and dependent children. The remaining 7% of the cost of the Blue Cross Blue Shield Community Blue PPO Plan 2 will be an automatic pre-tax deduction to be paid via automatic payroll deduction over 21

- pays. The amount to be covered by the Board and the staff member will be based on the illustrative rates established by Blue Cross for the plan year.
2. Any cash amounts remaining in the cash account after the experience claims data has been audited would be carried forward by the Board for the next year as a “reserve” to be used against succeeding year premium increases. If the illustrative rates in the following year does not exceed the expenditures for health insurance for that year, any remaining cash shall be carried forward by the Board in the next year, as stated previously.
 3. For any NIS staff member who has a spouse that is primary insured on the GPPSS plan, a monthly surcharge of \$50 per month (\$600 for year) will be an automatic pre-tax deduction to be paid via automatic payroll deduction over 21 pays.
 4. NIS staff members working less than full time but at least 50% will be eligible for the health care plan. If health coverage is elected the Board will calculate the FTE equivalent of the plan based on the percentage of time the NIS staff member is employed with the district. For example, if the cost of the full family health plan is \$17,442 and a full time NIS staff member is credited by the Board for 93% of this cost, then the Board would contribute for a full time NIS a total of \$16,221. For an 80% employed NIS staff member with the district, the Board would pay for 80% of the Board contribution to health care and therefore, contribute \$12,977 with the remaining balance of \$4,465 being the responsibility of the 80% employed NIS staff member with an automatic pre-tax deduction of this amount to be paid via automatic payroll deduction over 21 pays.
 5. NIS staff working 50% or more time may elect to waive participation in a district-sponsored health insurance plan; they will receive a cash incentive of \$2,200 per year.
 6. Payments will be spread over 21 pay periods per year. This stipend will be prorated for NIS staff working less than a full year and prorated based on their scheduled FTE in the district for that school year. NIS staff working less than 50% time are not eligible for this cash incentive.

2011-2012 AND 2012-2013 SCHOOL YEARS

7. The following changes would occur during the 2011-2012 and 2012-2013 plan years:
 8. Based on the illustrative rates of 2010-2011, the fixed 7% contribution rates would be:
 - Single \$428/pre-tax paid over 21 pays
 - Two Person \$962/pre-tax paid over 21 pays
 - Full Family \$1,198/pre-tax paid over 21 pays
 9. The District has the authority to make any necessary deductions automatically from the staff's payroll under the Michigan Payment of Wages and Fringe Benefit Act.
 10. Any percentage increase in the rate from year to year would be a shared equal responsibility by both the Board and the NIS staff member. For example, if the rate increase is 5%, then the Board would increase their contribution to the additional increase in cost to the health care by 2.5% and the teacher would be on the 7% plus the amount equal to the 2.5% increase in the illustrative rate. This increase cost in the rate may be reduced per the amount of carryover cash from the previous year based on audited experience rate savings in relation to predicted and budgeted illustrative rates.
- A.8 The Board shall have the right to determine the health insurance providers and agrees that the same will be recognized and reliable ones.

DENTAL COVERAGE

A.9

1. An opt out payment for declining the dental insurance would be provided in an amount of \$250 per year prorated by yearly FTE assignment.
2. The dental insurance coverage for an out-of-network dental facility would be covered with \$1,200 maximum payment per routine visit per year and \$1,000 lifetime orthodontic per dependent with 90% coverage.
3. Dental insurance coverage for in-network dental facility would be covered with \$1,500 maximum payment per routine visit with 100/90/90 coverage and \$1,200 lifetime orthodontic per dependent with 90% coverage.

VISION COVERAGE

A.10 The primary plan provided will be a plan with the same benefits as those available as of June 30, 2000. In addition, the flexible benefits plan will include at least one less expensive vision plan option.

A.11 Deleted

HEALTH PLAN CREDITS

A.12 Full time NIS employees who choose to waive the health plan will receive an amount of benefit credits resulting in the following outcomes:

- Full time NIS employees whose status is family or two-person and who choose to waive any medical plan participation will receive \$2,200 per year for doing so.
- NIS employees whose family status is single and who choose to waive any medical plan participation will receive \$1,100 per year for doing so. The stipend paid for waiving medical plan participation will be prorated for NIS employees who are not employed for the full school year or whose assignments are less than full time.

A.13 Part time NIS employees will receive benefit credits proportionate to their assignments. For example: a half time NIS employee will receive 50% of the benefit credits indicated above.

NON MEDICAL PLAN CREDITS

A.14 Each contract year, full time NIS employees will receive benefit credits for dental, vision, basic life insurance, and long term disability insurance equivalent to the actual costs of the plans on July 1 of that year. For example, for the 2000-2001 year, each full time NIS employees will receive dental benefit credits equivalent to the actual cost of the dental plan on July 1, 2000. Part time NIS employees will receive benefit credits proportionate to their assignments. Full time NIS employees will be required to elect dental (or dental stipend), vision, basic life and long term disability insurance plans. Part time NIS employees may elect to waive dental coverage in these plans, but a cash stipend proportionate to the assignment will be paid in that event. No other cash stipends are provided for waiving other coverages.

A.15 Deleted

A.16 Deleted

A.17 Deleted.

A.18 It is acknowledged and agreed that references to insurance encompass references to self-funded benefits. The Board may continue to self-fund any or all of the benefits described herein.

A.19 Deleted

A.20 Deleted

A.21 Deleted

NON MEDICAL PLAN PRICE TAGS

A.22 Price Tags for dental, vision, life, and long term disability insurance plans will equal the actual costs of the plans.

SECTION 125 OF THE IRS CODE

A.23 Notwithstanding any other provision of this agreement to the contrary, the Grosse Pointe Public School System shall provide a cash option in lieu of benefits. The employer shall formally adopt a qualified plan document that complies with Section 125 of the Internal Revenue Code. Said plan document shall be approved by NIS employees.

A.24 The amount of cash option may be applied by the NIS employee to a tax deferred annuity. To elect a tax deferred annuity, the NIS employee shall enter into a salary reduction agreement.

A.25 All costs relating to the implementation and administration of benefits under this program shall be borne by the Grosse Pointe Public School System.

APPENDIX B
2009-2010 SALARY SCHEDULE

	Job Titles	Salary Range
Business Operations		
Director (1 st)	Director of Business Operations	\$93,593 - \$116,986
Manager (1 st)	Business Manager Manager of Buildings and Grounds	\$90,027 - \$112,529
Managers (2 nd)	No Position	\$83,390 - \$104,236
Supervisors (1 st)	No Position	\$76,249 - \$95,310
Supervisors (2 nd)	Community Relations Supervisor Human Resources Supervisor Supervisor of Energy and Building Operations	\$69,613 - \$87,017
Supervisor (3 rd)	Support Services Supervisor Supervisor of Custodial Operations	\$53,023 - \$65,978
Coordinator	Fringe Benefits Coordinator Staff Development Coordinator Support Services Coordinator	\$51,003 - \$63,465
Support	Dean of Students/Compliance Officer Executive Assistant to the Superintendent Executive Secretary to Asst. Superintendent of Human Resources and Labor Relations Pupil Accounting	\$49,849 - \$62,311
Assistant	Secretary to the Superintendent	\$37,454 - \$46,817
Technology		
Manager (1 st)	Technology Manager	\$90,027 - \$112,529
Manager (2 nd)	No Position	\$83,389 - \$104,236
Supervisors (1 st)	No Position	\$76,249 - \$95,310
Supervisors (2 nd)	Information Systems Supervisor Senior Network Supervisor	\$69,613 - \$87,017
Technical Analyst	Assessment Systems Information Services Analyst	\$51,823 - \$64,778
Assistant	No Position	\$37,454 - \$46,817
Profit Center		
Manager (2 nd)	No Position	\$83,389 - \$104,236
Manager (3 rd)	Manager of Community Education	\$75,599 - \$94,499
Supervisors (2 nd)	School Age Children Supervisor	\$69,613 - \$87,017
Supervisors (3 rd)	No position	\$62,979 - \$78,723
Support	No Position	\$49,849 - \$62,311
Assistant	No Position	\$37,454 - \$46,817

2010-2011 SALARY SCHEDULE

	Job Titles	Salary Range
<i>Business Operations</i>		
Director (1 st)	Director of Business Operations	\$93,593 - \$118,741
Manager (1 st)	Business Manager Manager of Buildings and Grounds	\$90,027 - \$114,217
Managers (2 nd)	No Position	\$83,390 - \$105,799
Supervisors (1 st)	No Position	\$76,250 - \$96,740
Supervisors (2 nd)	Community Relations Supervisor Human Resources Supervisor Supervisor of Energy and Building Operations	\$69,612 - \$88,322
Supervisor (3 rd)	Support Services Supervisor Supervisor of Custodial Operations	\$53,023 - \$66,968
Coordinator	Fringe Benefits Coordinator Staff Development Coordinator Support Services Coordinator	\$51,003 - \$64,416
Support	Dean of Students/Compliance Officer Executive Assistant to the Superintendent Executive Secretary to Asst. Superintendent of Human Resources and Labor Relations Pupil Accounting	\$49,850 - \$63,245
Assistant	Secretary to the Superintendent	\$37,454 - \$47,520
<i>Technology</i>		
Manager (1 st)	Technology Manager	\$90,027 - \$114,217
Manager (2 nd)	No Position	\$83,390 - \$105,799
Supervisors (1 st)	No Position	\$76,250 - \$96,740
Supervisors (2 nd)	Information Systems Supervisor Senior Network Supervisor	\$69,612 - \$88,322
Technical Analyst	Assessment Systems Information Services Analyst	\$51,823 - \$65,750
Assistant	No Position	\$37,454 - \$47,520
<i>Profit Center</i>		
Manager (2 nd)	No Position	\$83,390 - \$105,799
Manager (3 rd)	Manager of Community Education	\$75,599 - \$95,916
Supervisors (2 nd)	School Age Children Supervisor	\$52,000 - \$67,000
Supervisors (3 rd)	No position	\$62,979 - \$79,904
Support	No Position	\$49,850 - \$63,245
Assistant	No Position	\$37,454 - \$47,520

2011-2012 SALARY SCHEDULE

	Job Titles	Salary Range
<i>Business Operations</i>		
Director (1 st)	Director of Business Operations	\$93,593 - \$120,522
Manager (1 st)	Business Manager Manager of Buildings and Grounds	\$90,027 - \$115,930
Managers (2 nd)	No Position	\$83,390 - \$107,387
Supervisors (1 st)	No Position	\$76,250 - \$98,191
Supervisors (2 nd)	Community Relations Supervisor Human Resources Supervisor Supervisor of Energy and Building Operations	\$69,612 - \$89,647
Supervisor (3 rd)	Support Services Supervisor Supervisor of Custodial Operations	\$53,023 - \$67,972
Coordinator	Fringe Benefits Coordinator Staff Development Coordinator Support Services Coordinator	\$51,003 - \$65,382
Support	Dean of Students/Compliance Officer Executive Assistant to the Superintendent Executive Secretary to Asst. Superintendent of Human Resources and Labor Relations Pupil Accounting	\$49,850 - \$64,194
Assistant	Secretary to the Superintendent	\$37,454 - \$48,233
<i>Technology</i>		
Manager (1 st)	Technology Manager	\$90,027 - \$115,930
Manager (2 nd)	No Position	\$83,390 - \$107,387
Supervisors (1 st)	No Position	\$76,250 - \$98,191
Supervisors (2 nd)	Information Systems Supervisor Senior Network Supervisor	\$69,612 - \$89,647
Technical Analyst	Assessment Systems Information Services Analyst	\$51,823 - \$66,736
Assistant	No Position	\$37,454 - \$48,233
<i>Profit Center</i>		
Manager (2 nd)	No Position	\$83,390 - \$107,387
Manager (3 rd)	Manager of Community Education	\$75,599 - \$97,355
Supervisors (2 nd)	School Age Children Supervisor	\$52,000 - \$68,005
Supervisors (3 rd)	No position	\$62,979 - \$81,103
Support	No Position	\$49,850 - \$64,194
Assistant	No Position	\$37,454 - \$48,233

INDEX

Appendix A.....	10	Longevity Pay.....	8
Appendix B.....	14	Non Medical Plan Credits.....	<i>See Fringe Benefits</i>
Assessment of Employment Relationship		Non Medical Plan Price Tags	<i>See Fringe Benefits</i>
Policy	9	Non-Instructional Supervisor	
Conference Attendance.....	8	Definition of	1
Dental Coverage	<i>See Fringe Benefits</i>	Non-Paid Leaves.....	3
Education Allowance Credit.....	8	Family Medical Leave Act	4
Elimination of Job	9	Leave of Absence	3
Family Medical Leave Act	4	Other Leaves.....	<i>See Leaves, Paid</i>
Flexible Benefits Program	10	Paid Leaves	
Fringe Benefits	4, 10	Other Leaves.....	3
Dental Coverage	12	Personal Property.....	8
Flexible Benefits Program	10	Physical Examination	4
Group Life Insurance.....	10	Problems	
Health Coverage	10	Discussion of	9
Health Plan Credits.....	12	Salaries.....	4
Long Term Disability Insurance.....	10	Education Allowance Credit.....	8
Non Medical Plan Credits.....	12	Salary Schedule	
Non Medical Plan Price Tags	13	2006-2007.....	14, 15, 16
Other Insurance Contingencies.....	4	Section 125 of the IRS Code	<i>See Fringe Benefits</i>
Section 125 of the IRS Code	13	Severance Payment.....	9
Vision Coverage	12	Sick Leave	<i>See Leaves, Paid</i>
Group Life Insurance.....	<i>See Fringe Benefits</i>	Smoking Policy.....	8
Health Coverage	<i>See Fringe Benefits</i>	Termination of Employment	9
Health Plan Credits.....	<i>See Fringe Benefits</i>	Trial Period.....	2
Holidays.....	3	Vacation Allowances.....	2
Leaves, Non-Paid.....	3	Vision Coverage	<i>See Fringe Benefits</i>
Leaves, Paid		Work Year	2
Other Leaves.....	3	Workshop Attendance	8
Sick Leave	3		
Long Term Disability Insurance....	<i>See Fringe Benefits</i>		

This document has been prepared by the
Department of Human Resources of
The Grosse Pointe Public School System.