

AGREEMENT 4230

WORKING AGREEMENT FOR MISCELLANEOUS STAFF

JULY 1, 2023 – JUNE 30, 2026

KENTWOOD PUBLIC SCHOOLS
5820 EASTERN AVENUE SE
KENTWOOD, MICHIGAN 49508

Kentwood Public Schools
5820 Eastern Avenue SE
Kentwood, Michigan 49508

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A. 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 1st.
3. New employees hired after February 1 of each school year shall remain on the same salary/step until July 1st of the next calendar year following employment.

B. 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 contract year will receive vacation pay in lieu of time off. Those employees working 42 or more weeks will accrue vacation based on scheduled work weeks for year prorated from 52 week schedule on years of service. Payment will be made in the last regular schedule pay in June. See example below:

An employees with 14 years of service, working 44 weeks will earn vacation time at the rate of .37 days per week, (19 days/52 weeks = .365). Therefore, employee's vacation pay for the last check in June will be 16 days (44 x .365) at regular rate of pay.

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 Executive Director 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 June 30th of the contract year they are earned. All 52 week employees will be permitted to “cash-in” up to ten (10) days per contract year by June 1st of the contracted year. Balance of days will rolled into sick bank as of June 30th of the contract year.

C. 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.

D. Leave Benefits

1. Upon completion of the probationary period, each employee shall be granted up to 9 days sick leave per year. Full year employees shall be granted up to 11 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 including Worker's Compensation.

E. 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;

F. 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 "C" 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.

G. 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.

H. Mileage – IRS Rate of reimbursement.

I. 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 -	\$25/day	\$30/day	\$35/day
Less than Full-Year Employees	\$20/day	\$25/day	\$30/day

J. 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, 10/4/2013, 02/01/2014, 05/21/2014

FULL TIME MISC. STAFF (4230) INSURANCE OPTIONS OVERVIEW
July 1, 2023 - June 30, 2026

	OPTION I PRIORITY HEALTH HMO	OPTION II PRIORITY HEALTH HSA	OPTION III DENTAL/VISION/LIFE/LTD	OPTION IV WAIVER
Employee Cost	Full-Time Employee working 30 or more hours per week Full-time employees who elect Priority Health HMO will pay the difference between the PA152 Cap amount and the plan premium, plus 20% of the Dental/Vision cost	Full-Time Employee working 30 or more hours per week Full-time employees who elect Priority Health HSA will pay the difference between the PA152 Cap amount and the plan premium, plus 20% of the Dental/Vision cost	Full-Time Employee working 30 or more hours per week Full-time employees who elect Option III will pay 20% of the Dental/Vision cost	N/A
Cash In-Lieu Payment	N/A	N/A	Full time \$130.00 per month cash in lieu paid with the waiver of medical and prescription coverage.	Full-time \$500 per month cash in lieu paid with the waiver of all the above coverage options
Medical	Priority Health HMO Office Visit co pay: \$5.00 Deductible: None All services must be in network	Priority Health HSA (HMO) Deductible: \$2,000 single \$4,000 2-person \$4,000 Full family KPS will fund deductible at 100%. Amounts will be prorated for mid-year elections.	There is no medical coverage with this option	There is no medical coverage with this option
Prescription	Co-payment \$10 generic/\$20 brand - 30 day fill \$10 generic/\$20 brand - 90 day mail.	Co-payment After plan year deductible is met \$10 generic/\$40 brand for 30 day fill.	There is no prescription coverage with this option	There is no prescription coverage with this option
Dental	ADN Administrators, Inc. Plan year January - December	ADN Administrators, Inc. Plan year January - December	ADN Administrators, Inc. Plan year January - December	There is no dental coverage with this option
Vision	NVA (National Vision Administrators) Plan year is January - December.	NVA (National Vision Administrators) Plan year is January - December.	NVA (National Vision Administrators) Plan year is January - December.	There is no vision coverage with this option
Life Insurance	\$50,000 life - \$50,000 AD&D	\$50,000 life - \$50,000 AD&D	\$45,000 life - \$45,000 AD&D	\$45,000 life - \$45,000 AD&D
Long Term Disability	66 2/3% of monthly salary to a maximum of \$5,000 per month.	66 2/3% of monthly salary to a maximum of \$5,000 per month.	66 2/3% of monthly salary to a maximum of \$5,000 per month.	66 2/3% of monthly salary to a maximum of \$5,000 per month.
Footnotes	Full plan details available on the KPS Website PA152 District paid Cap amounts change on an annual basis and will be updated annual in the insurance calculations. Updated plans will be posted to the website. Employee premiums will be adjusted annually to reflect rates given by Priority Health, ADN, NVA & Madison National Life	Full plan details available on the KPS Website PA152 District paid Cap amounts change on an annual basis and will be updated annual in the insurance calculations. Updated plans will be posted to the website. Employee premiums will be adjusted annually to reflect rates given by Priority Health, ADN, NVA & Madison National Life	Full plan details available on the KPS Website PA152 District paid Cap amounts change on an annual basis and will be updated annual in the insurance calculations. Updated plans will be posted to the website. Employee premiums will be adjusted annually to reflect rates given by Priority Health, ADN, NVA & Madison National Life	

Kentwood Public Schools
Agreement 4230 - Unclassified
2023 - 2024 Wage Chart

Hourly											
	Weeks	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 11	Step 16	Step 21	Step 26
Class I											
Community Ed/Ice Arena Night Supervisor	varies	18.85	19.84	20.88	21.97	23.15	23.98	24.23	24.54	24.91	25.34
Part-Time Substitute Call-in Clerk	42										
Class II											
Athletic Dept Support	varies	15.60	16.05	16.64	16.94	17.32	17.74	18.02	18.38	18.68	18.97
General Clerk	varies										
Dispatcher - EKHS - Security Office	varies										
Receptionist - Administration	52										
Switchboard (EKHS)	38										
Security - KCE/Crossroads	38										
Class III											
Piano Accompanist	38	15.60	16.29	17.15	17.98	18.23	18.54	18.91	19.34	19.71	19.99
Employment Training Specialist	42										
Special Education Pupil Accounting Clerk	42										
Class IV											
Accounting Clerk	52	16.89	17.81	18.71	19.70	20.53	20.78	21.09	21.46	21.89	22.24
Secretary to EKHS Principal	52										
Secretary to Crossroads Principal	varies										
Technology Office Manager	52										
General Secretary	52										
Director/Coordinator's Secretary	varies										
Building Manager - EKHS	44										
Class V											
Accounting Clerk II	52	19.55	20.57	21.67	22.79	24.01	24.86	25.12	25.43	25.81	26.25
Payroll Clerk	52										
Program Development Coordinator	52										
Human Resource Clerk	52										
Class VI											
Secretary to Assist Supt/ Executive Directors	52	20.57	21.66	22.77	23.96	25.23	26.08	26.34	26.65	27.03	27.47
Secretary to the Instruction Office	52										

Kentwood Public Schools
Agreement 4230 - Unclassified
2023 - 2024 Wage Chart

Salaried											
	Weeks	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 11	Step 16	Step 21	Step 26
Class I											
Community Service Coordinator	38	29,900	32,070	34,390	36,710	39,030	40,780	41,130	41,600	42,170	42,820
Child Life Advocate	41	32,070	34,390	36,710	39,030	40,780	41,130	41,600	42,170	42,820	43,030
Class II											
Auditorium Tech	44	41,370	42,710	44,040	45,240	46,710	48,890	49,290	49,840	50,500	51,260
In-School Suspension Supervisor	38										
Class III											
HR Generalist/Payroll/Benefits specialist	52	56,340	58,740	61,640	64,930	69,260	71,440	71,920	72,560	73,340	74,240
Accounting Supervisor/Budget Control-Grants	52										
Administrative Assistant to Superintendent and BOE	52										
Supervisor of Custodial Operations	52										
Communications Coordinator /Graduation Coach/Child Nutrition Kitchen Supervisor	52	39,790	41,780	43,870	46,060	48,370	51,040	51,530	52,170	52,950	53,840
Aquatics Director	52	47,490	49,880	52,280	54,670	57,060	59,240	59,720	60,360	61,140	62,040
Supervisor SACC	52	49,950	52,350	54,740	57,130	59,530	61,700	62,180	62,820	63,600	64,500
Supervisor of Child Nutrition	52										
Facilities/Event Manager	52	50,480	52,990	55,500	58,040	60,970	63,240	63,720	64,370	65,150	66,040
Employee Benefits/Insurance Coordinator	52										
Child Nutrition Technology Manager	52										
Purchasing & Logistics Coordinator	52										
Safety Coordinator	44	42,720	44,840	46,960	49,110	51,160	53,340	53,740	54,290	54,950	55,710
Engineer/Analyst - Level 1	52	56,940	59,330	62,240	65,520	69,860	72,030	72,510	73,160	73,940	74,830
Technician - Level 1	52	33,100	34,430	35,750	37,070	38,400	39,720	41,050	42,370	43,690	45,020
Technician - Level 2	52	40,390	42,380	44,460	46,660	48,960	51,130	51,620	52,260	53,040	53,930
Support Specialist - Technology	52	51,080	53,050	56,090	58,640	61,060	63,230	63,710	64,360	65,140	66,030
Assessment Data Info System	52	56,940	59,330	62,240	65,520	69,860	72,030	72,510	73,160	73,940	74,830
Student/Business Info System	52										
Help Desk	41	31,970	33,540	35,180	36,910	38,730	40,900	41,280	41,770	42,370	43,060
Class IV											
Budget Control Officer	52	63,190	67,380	71,570	75,760	79,940	82,110	82,600	83,240	84,020	84,910
Engineer/Analyst - Level 2	52										
Manager Operations/Transportation/Safety	52										
Accountant	52										
Student Behavioral/Mental Health Coordinator	42	56,310	58,000	59,740	61,530	63,380	65,550	65,940	66,460	67,090	67,810
On Line Coordinator - Virtual school	42										
Home Intervention Manager/Student Service Liason	42										
Class V											
Child Nutrition Supervisor	40	31,160	33,590	36,020	38,450	40,880	43,050	43,420	43,910	44,510	45,200
Transition Coordinator	40										
Parent Advocate	40										
ESL Coordinator K-12	42	29,190	30,830	33,270	35,690	38,380	38,570	38,760	38,960	39,150	39,350
School Culture and Climate/MTSS Coordinator	42	61,190	65,380	69,560	73,750	77,940	80,090	80,440	80,910	81,480	82,380
Program Development/Instructional Tech Coordinator	42	77,940	80,090	80,440	80,910	81,480	82,380	85,670	89,100	92,660	96,370