

AGREEMENT 4230

WORKING AGREEMENT FOR  
MISCELLANEOUS STAFF

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JULY 1, 2018 – JUNE 30, 2021

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

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 30<sup>th</sup> 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 1<sup>st</sup> of the contracted year. Balance of days will rolled into sick bank as of June 30<sup>th</sup> 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



