

AGREEMENT 4234

**ASSISTANT PROGRAM DIRECTORS AND SITE
COORDINATORS**

WORKING AGREEMENT

EFFECTIVE JULY 1, 2026 – JUNE 30, 2029

**KENTWOOD PUBLIC SCHOOLS
5820 EASTERN AVENUE SE KENTWOOD, MI
49508**

Contents

A. Probationary/Trial Period	3
B. Assigned Length of Work Day and Work Year	3
C. Payroll Information (All Classifications)	4
D. Leaves Information	4
E. School Closings	6
F. Evaluation	6
Appendix A: Wage Sheet 2023-2026.	7
Appendix B: Insurance Benefits	8

ASSISTANT PROGRAM DIRECTORS AND SITE COORDINATORS WORKING AGREEMENT

Effective July 1, 2026-2029

Conditions of Employment for the following Personnel:

Assistant Program Directors and Site Coordinators

A. Probationary / Trial Period

1. Site Coordinators, employed by the District for the first time, shall serve a sixty (60) work day probationary period.

2. Upon completion of the above specified probationary period, the employee shall be considered a regular employee. 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.

B. Assigned Length of Work Day and Work Year

1. Staffing Schedules

- a. All positions and schedules will be determined by staffing needs and student participation numbers. Your schedule may change at any time due to low attendance rates, special activities, or vendors that are brought in for programming. Any hours outside of normal work hours require approval from an ARCH Assistant Project Director and or Lori Bramble-Romeo. Site Coordinators work 40 hours per week and the work schedule is determined by the Project Director.

2. Attendance

- a. It is very important to the consistency of the program that staff are on time and present on a daily basis. If you will be late or absent from work, you must call in and speak to the Assistant Project Director at least two hours prior to your scheduled arrival. A text will not be considered proper notification. You must verbally speak to someone so that we can arrange for a substitute to be sent in your place.
- b. Time off requests must be made at least two weeks in advance by a google calendar invitation addressed to Project Director and Assistant Project Director.

You will be considered as having “quit” (job abandonment) if you are absent for two (2) consecutively scheduled shifts without reporting to Project Directors unless you have satisfactory extenuating circumstances for the absences and for the failure to report your absence. Employees may be required to provide proof of the extenuating circumstances at their own expense.

3. Staff Meetings

- a. Periodic meetings will be held for the purpose of keeping the entire staff informed about curriculum, materials, in-service opportunities, school activities and other matters. It is also a time for staff to share ideas and plans with one another. This is a great time for staff to share the results of in-service activities.
- b. Staff is expected to be on time for meetings and fully prepared to take notes when applicable. Cell phones should be set to vibrate and not answered during the meeting unless there is an urgent situation that requires attention. All meetings are mandatory and prior approval must be received for absence or tardiness.
- c. The Project Director will communicate to core staff and Site Coordinators regarding meeting schedules, and the Site Coordinator will communicate to Activity Leaders regarding meeting schedules.

C. Payroll Information (All Classifications)

The Project Director must approve any variances in your schedule. This includes all additional hours worked (ex. Staff meetings or evening events) or any other times. Please direct all questions or concerns about time cards to the Project Director.

D. Leave Information

Leave Time - Employees will be allowed paid sick leave in accordance with law – including the Michigan Earned Sick Time Act (“ESTA”). Sick leave may be used for any reason as stated in the ESTA. Any rights and protections as stated in the ESTA will govern over language in this section which would be in conflict with ESTA, but shall not be construed to diminish any rights provided herein.

1. Employees will receive 10 sick days. Unused sick time as of June 30th, may be carried over to the following year.

Leave can be used for the following reasons:

- Personal or Family illness. The district reserves the right to require satisfactory proof of the employee’s illness or injury.
- An employee may request to use leave time to cover absences for pre-scheduled health, dental, vision or other appointments with prior

approval from the Project Director. Requests should be made no less than 5 work days in advance of the absence.

- The District reserves the right to require satisfactory proof of the appointment.
 - A doctor's note is required any time an absence exceeds three (3) consecutive days.
2. Employees will receive 10 vacation days. Vacation days must be used during non-program time (ex. Christmas or spring break). Consideration may be given for unique or once in a lifetime opportunities with approval from Human Resources. Unused vacation time as of June 30th will be paid out on the last pay date in June.

3. Holiday Observances

The following holidays are non-work days and will be compensated at the normally scheduled work hours at the regular hourly rate.

Labor Day	Christmas Eve	New Year's Day
Thanksgiving Day	Christmas Day	Martin Luther King, Jr. Day
Friday After Thanksgiving	New Year's Eve	Memorial Day
		July 4th

4. Bereavement

Employees are entitled to receive time off with pay for a period not to exceed five days. A paid leave of absence is available for up to five consecutive work days within the first ten (10) days after the death of an employee's immediate family member (spouse, child, step-child, sibling, sibling-in-law, parent, parent-in-law, grandparent, grandparent-in-law) for the purposes of assisting in the funeral arrangements, attending the funeral, post funeral functions or arrangements, or grieving such person's death.

5. Jury Duty

When an employee is called for jury service he/she will be paid the normal daily amount less the per diem received for jury service. The employee is required to report to their work assignment when their presence is not required at the court.

6. Court Subpoena

Court appearance as a witness in any case connected with the employee's employment at the school or whenever the employee is subpoenaed to attend any proceeding, except cases involving the employee's self-involvement in court proceedings, less per diem received for such proceedings.

7. Leave of Absence

If you know that you will need a leave of absence from work for any reason, please contact Kentwood Public Schools Human Resources as soon as possible. All leaves of absences must be approved in advance. The district shall comply with all FMLA requirements. All leave of absences run concurrently.

E. School Closings

When an announcement is made that school will be closed for inclement days, staff need not report unless directed to report to work. Employees will be paid at their regular rate of pay up to three (3) instructional days. Additional days will require use of earned paid time off.

F. Evaluation

All employees will be observed and evaluated according to the Youth Quality Program Assessment Standards as well as 21st Century job description expectations. Observations may occur at any time, and a report may or may not be written. Formal staff evaluations will be completed once a year.

Appendix A

Kentwood Public Schools
4234 - 21st Century Community Learning Centers
2027-2029 Wage Sheet

21st Century - CCLC grant			
Site coordinators			
2026-2027	\$	23.02	
2027-2028	\$	23.02	
2028-2029	\$	23.02	

The 21st Century Community Learning Centers (21st CCLC) grant is a competitive grant that provides federal funding to establish community learning centers that provide academic, artistic and cultural enrichment opportunities for students and their families

Wage Reviews and Adjustments to Site Coordinator wages are reviewed annually during this three (3) year agreement. Any wage increases are contingent upon, and determined by, an increase in funding from the federal grant. If the federal grant allocation does not increase, wages will remain unchanged. Approved increases, if applicable, will take effect on the first working day of the school year.

Appendix B

FULL TIME SITE COORDINATOR & ASSISTANT PROJECT DIRECTOR (4234) INSURANCE OPTIONS OVERVIEW July 1, 2026 - June 30, 2029

	OPTION I PRIORITY HEALTH HMO	OPTION II PRIORITY HEALTH HSA
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. KPS will contribute towards the cost of coverage for the employee only. Dependent coverage can be purchased at full 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. KPS will contribute towards the cost of coverage for the employee only. Dependent coverage can be purchased at full cost.
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 the Single deductible at 50% after a 60 day waiting period. Amounts will be prorated for mid-year elections.
Prescription	Co-payment \$10 generic/\$20 brand - 30 day fill \$10 generic/\$20 brand - 90 day mail.	Co-payment <u>After</u> plan year deductible is met \$10 generic/\$40 brand for 30 day fill.
Dental	ADN Administrators, Inc. Plan year January - December	ADN Administrators, Inc. Plan year January - December
Vision	NVA (National Vision Administrators) Plan year is January - December.	NVA (National Vision Administrators) Plan year is January - December.
Life Insurance	\$10,000 life - \$10,000 AD&D	\$10,000 life - \$10,000 AD&D
Footnotes	Full plan details available on the KPS Website PA152 District paid Cap amounts change on an annual basis and will be updated annually 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 annually 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