KENTWOOD
PUBLIC SCHOOLS

GSRP EMPLOYEE HANDBOOK

2026-27

Early Childhood Programs

Version 1.0 - Revised 10/7/2026

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Welcome

This handbook is designed to support GSRP staff in working together effectively and building a shared understanding of our program. As we transition to having GSRP staff as Kentwood Public Schools employees, we recognize both the opportunities and adjustments that come with this change and are committed to supporting you every step of the way. Please do not hesitate to ask questions as they arise.

Kentwood Public Schools is dedicated to providing high-quality service to our students, families, and community in a supportive and professional environment. Achieving this goal requires strong collaboration, clear communication, and a shared commitment to student success.

As a member of our team, your work is essential. We value the reliability, flexibility, diligence, and care you bring each day, and we look forward to continuing to grow together in service of our youngest learners.

Terms of Employment

This employee handbook does not constitute an employment contract between the Kentwood Public Schools and the employee. The provisions contained in this handbook supersede all contrary representations that have been made by Kentwood Public Schools. If the terms of a policy, procedure, or benefit vary according to the classifications that an employee holds, the terms that apply to employees in that classification will be specifically described. Further, this Handbook does not restrict the right of the Kentwood Public Schools to establish rules and regulations governing the conduct and the terms and conditions of employment of employees.

No employee, supervisor, or other person, except the Superintendent or designee, in writing signed by him/her, has the authority to enter into any employment agreement on behalf of the district for any specified period of time, pursuant to any particular conditions or to make any agreement contract to the terms expressed in this handbook.

The employment relationship between the employees covered by this handbook and Kentwood Public Schools is terminable at the will of Kentwood Public Schools or the employee. This means that just as any employee may terminate his or her employment with Kentwood Public Schools at any time, for any reason or no reason, so may Kentwood Public Schools terminate an employee at any time for any reason, or no reason.

The terms of the employment relationship and any provision of this Handbook may not be revised by oral statements made by administrators or supervisors. Modifications can only be made by the Board of Education of the Kentwood Public Schools, and those modifications, to be effective, must be in writing and signed by both the Superintendent of Schools and the President of the Board.

The Kentwood Public Schools reserves all rights and discretion to direct and control the work of employees. These rights include, by way of illustration and not of limitation, the right to hire, assign, suspend, transfer, demote, and discharge. These rights are the sole prerogative of the Kentwood Public Schools.

GSRP Program Staffing Model

The Great Start Readiness Program (GSRP) is a state-funded preschool program operated by Kentwood Public Schools. GSRP staff are employees of Kentwood Public Schools and are assigned to the GSRP program based on district staffing needs.

Each GSRP classroom is staffed with a **Lead Teacher** and an **Associate Teacher** who work collaboratively to provide high-quality early childhood instruction, supervision, and family engagement.

See Appendices A and B for complete job descriptions.

Program Assignment

GSRP staff are assigned to a **34-week instructional calendar** aligned with the approved GSRP program year. Employment in the GSRP program is based on this defined schedule and includes student instructional days, required professional development days, and other program-specific workdays as designated by the district calendar.

See Appendix C for the GSRP Calendar.

Weekly Schedule and Hours

GSRP staff are assigned to an approximate **35-hour work week**, which includes instructional time, planning, assessment, family engagement, and professional development activities.

Daily schedules may vary by classroom assignment but will remain consistent with program requirements and district expectations. The normal workday schedule is established based on the operational needs and resources of the district and may be adjusted as necessary to support program effectiveness and student needs.

Breaks

All GSRP employees whose job requires seven 7 or more consecutive hours in one day will be designated a 30 minute unpaid break period.

Overtime

For all employees who are not exempt from the Fair Labor Standards Act, time and one-half (1-1/2) will be paid for any hours **worked** over forty (40) hours per week. All overtime **must** be pre-approved by an Administrator before working

Compensation

Employees will be compensated at the appropriate pay level to which they have been assigned at the time of employment. The Executive Director of Human Resources may grant experience credit and start the employee higher than Step 1.

See Appendix D for wage schedule.

Benefits

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 E.

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.

Longevity

Longevity shall be paid in one lump sum at the end of each school year if the employee receives a positive year-end evaluation. Longevity pay will only be paid to employees with continuous service within the Kentwood Public School District. Payment is subject to district discretion and contingent upon the availability of funds.

After ten (10) years	$ 300.00
After fifteen (15) years	$ 400.00
After twenty (20) years	$ 500.00

Leave Time Policy

Holidays

Associate Teachers will receive pay for holidays that **fall on their normal work day**. The program must be in session to receive the following holidays. The following days shall be recognized and observed as paid holidays:

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Martin Luther King Jr. Day

Earned Sick Leave

All GSRP employees (Lead Teachers and Associate Teachers) who have successfully completed their probationary period shall be granted **ten (10) sick leave days per school year**.

Sick leave days can be used as needed for the following purposes:

1. Personal illness, injury, or medical appointments of the employee.
2. Absence necessitated by exposure to a contagious disease when the employee's presence at work could jeopardize the health and safety of others.
3. Other purposes permitted by district policy or applicable law.

Unused sick leave shall accumulate from year to year without limitation.

Employees hired after the start of the school year or who complete their probationary period after the beginning of the school year will receive a prorated sick leave allocation based on the portion of the work year remaining.

The District may require reasonable documentation to verify the appropriate use of sick leave in accordance with district policy and applicable law.

Severance Pay

Lead Teachers: The District will pay, upon retirement, to each employee who has ten (10) years of continuous service:

a. $35 for up to 75 days
b. $50 for 76 to 200 days

Associate Teachers: The District will pay, upon retirement, to each employee who has ten (10) years of continuous service, $50.00 per day for unused sick leave up to 100 days.

Medical Verification:

If an employee is absent for more than 3 consecutive **scheduled workdays**, the employer shall request a written statement from a licensed healthcare provider verifying the employee's inability to work due to illness or injury affecting themselves or a family member.

The District maintains the discretion to request a medical report at any time to verify the need for an absence.

Personal Time

All GSRP employees (Lead Teachers and Associate Teachers) shall be granted three **(3) personal days per school year.**

The following criteria apply to the use of personal time:

- Personal time is not to be used on the day before or after a school holiday, vacation period, or other school recess, except with the pre-approval of the ~~Superintendent~~ Executive Director of Human Resources
- Personal leave requests must be submitted to the immediate supervisor at least **five (5) working days in advance**, whenever possible. Personal leave is intended for urgent and legitimate personal, professional, or family obligations that cannot reasonably be scheduled outside of the regular workday

Bereavement Leave
Death in the immediate family (spouse, child, stepchild, parent, grandchildren, grandparents, stepparent, brother, sister, parent in-law, brother-in-law, sister-in-law, grandparent-in-law or still birth - documentation may be required) not to exceed five (5) days, except in extenuating circumstances with approval of the Executive Director for Human Resources.

This leave is intended for travel to/from the location of the funeral, attendance and for making funeral arrangements for the service of the above described family members.

One day (deducted from sick days) will be allowed, when approved by the Executive Director of Human Resources, for the death of a relative outside the immediate family or for persons where closeness of relationship would warrant.

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.

Workers Compensation

All employees injured on the job must fill out a Workplace Injury report via Frontline Central within 24 hours of the injury. If an employee needs immediate lifesaving medical attention, 911 will be called. For Worker's Compensation information, please contact our Employee Benefits Department at kps.insurance@kentwoodps.org. Refer to Board Policy 8442 – Reporting Accidents for additional information.

Probationary Period

An employee beginning first service with Kentwood Public Schools shall be deemed to be in a probationary status. The probationary period shall be 60 work days taken from and including the first day of employment. If at any time prior to the conclusion of the probationary period the employee's work performance is of unacceptable quality, the employee may, upon the recommendation to the Executive Director for Human Resources, be subject to immediate dismissal.

Supervision and Collaboration

GSRP staff report to building-level and/or district-level administrators as assigned. Within the classroom, the Lead Teacher and Associate Teacher function as a collaborative instructional team with shared responsibility for student learning, classroom environment, and family engagement.

Professional Development and Required Training

GSRP staff are required to complete all mandated training as required by the GSRP program, the Michigan Department of Education, and Kentwood Public Schools. This includes, but is not limited to, training in early childhood development, program implementation standards, child health and safety, mandated reporting, and district-required compliance training.

Additional professional development may be required throughout the program year to support instructional practice, program quality, and compliance with state and district expectations**.**

CPR/First Aid

Staff must complete and maintain First Aid and CPR certification training every two years. Training will be provided each year for renewal. If staff are not able to attend the provided training, they are responsible for finding an approved alternative training course that will be taken at their own expense.

Subbing

When staffing needs for the GSRP classrooms leads to Associate Teachers being assigned duties that are typically the responsibility of the Lead Teachers, it is understood that this will result in "Lead Teacher" compensation for the Associate Teacher, provided the Associate Teacher successfully fulfills all required functions of the Lead Teacher during that time. The Associate Teacher will be compensated at Step 1 of the Lead Teacher salary schedule.

In the event that the Associate Teacher is assigned to the Lead Teacher responsibilities when the Lead Teacher position is vacant, there shall be no waiting period. When a Lead Teacher is assigned to the classroom, but is out for a short term absence and the Associate Teacher assumes the Lead Teacher responsibilities, they will begin to receive Lead Teacher compensation following a three (3) consecutive day waiting period.

It is also understood that not all Associate Teachers have the desire and/or experience to assume the Lead Teacher role. As a result, this shall apply only to those associate teachers who have been assigned and accepted the Lead Teacher responsibilities.

Inclement Weather Days

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.

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Evaluation

All employees shall be evaluated annually using clearly defined performance expectations and district evaluation procedures. Evaluations and disciplinary records may be considered in employment decisions, including continued employment, reassignment, or adjustment of assigned hours, in accordance with district policy and administrative procedures.

.***Board Policies***

All applicable Board policies shall apply to the employee and shall govern the employee's employment with the District. The Board policies should be interpreted in such a manner as not to conflict with the terms contained in this Handbook

It is our desire to provide the best possible working environment and promote harmonious working relationships between all employees. In order to correct any work-related problems, it is essential first that we know they exist. All employees are encouraged to discuss concerns or suggestions with their immediate supervisor. Employees who believe that their concerns have not been adequately addressed may contact the Assistant Superintendent.

Personnel File

You have a right to examine your personnel file or to obtain a copy of your file upon a written request to the Executive Director for Human Resources up to two (2) times per calendar year. If you wish to examine your file, you may do so during normal office hours, provided it does not interfere with your assigned duties. We will make arrangements with you for an examination before or after work.

References

Any request for a reference from the Kentwood Public Schools must be made to the Executive Director of Human Resources. No other person may provide you with a reference from the district. It is our policy to provide only your dates of service and the title of your last position in response to requests for references. If you want other information disclosed, you must give a written request to the Executive Director of Human Resources that specifically identifies the information to be disclosed and specifically authorizes its release.

Confidentiality

In the course of your employment, you may have access to information about our students, our employees, or other critical business. This information must be kept confidential. If you are uncertain about whether information is confidential, check with your supervisor before discussing it with anyone. Any violation of this policy may result in discipline.

Equal Employment Opportunity

Kentwood Public Schools is an equal opportunity employer that supports and subscribes to a policy of non-discrimination in all aspects of employment. The district will not discriminate based on race, color, religion, national origin, sex, age, height, weight, marital status, handicap, or any other reason prohibited by applicable laws.

Under Michigan law, an employee may not be discriminated against in employment because of a handicap that can be reasonably accommodated to enable that employee to perform the job. Handicapped employees who feel accommodation is needed to perform their job must notify the Assistant Superintendent's office in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed.

These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential.

Appendix A

Excellence & Equity in Education

Position: Lead Teacher - Great Start Readiness Program (GSRP)

Schedule: 172 days/34 weeks per year; 35 hours per week

Unit: Miscellaneous (4231)

Position Purpose: Under the direction of the Director of Early Childhood, the Lead Teacher is responsible for the planning, implementation, and monitoring of classroom activities designed to prepare students for Young 5's and Kindergarten.

Essential Job Functions:

- Develop and administer high-quality weekly lesson plans with fidelity to the preschool curriculum.
- Lead/facilitate developmentally appropriate learning activities for all parts of the preschool day.
- Promote a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Gather child assessment data to plan for individualized instruction.
- Attend home visits, conferences, family events/ advisory meetings, and open houses.
- Actively participate in all planned professional development.
- Assist with loading and unloading of children from the buses.
- Maintain child files.
- Ensure compliance with all licensing standards.
- Demonstrate respect for confidentiality requirements of information.
- Establish and maintain positive relationships with families, other staff, and community partners.
- Able to work as part of a collaborative team.
- Provides day-to-day direction, guidance, and feedback to assigned support staff regarding instructional practices, student supervision, data collection, and behavioral supports.
- Models effective instructional and behavioral strategies and assists support staff in carrying out assigned duties aligned to student needs and classroom expectations.
- Responsible for daily operation of the program.
- Regular, reliable and punctual attendance

Additional Duties: Performs other related tasks as assigned by the Director, Dean and other central office administrators as designated by the Superintendent.

Note: This description is illustrative of tasks and responsibilities and is not meant to be all-inclusive.

Equipment: Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

Travel Requirements: Travels to school district buildings and professional meetings as required.

Knowledge, Skills, and Abilities:

- Knowledge and experience working with preschool, early elementary, and/or early childhood education.
- Ability to plan, prepare, and carry out engaging educational activities that promote the social-emotional, academic, and physical development of the whole child.
- Ability to establish and maintain a safe and secure learning environment.
- Ability to communicate effectively with young children and their families.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to apply common sense understanding and learned skills while interacting with students and adults.
- Demonstrate self-directedness and initiative when given a variety of tasks and responsibilities.
- Ability to work in an economically, culturally and racially diverse environment.

Qualifications:

- Must have one of the following educational requirements:
    - A valid teaching certificate with Early Childhood Education (ZA), Early Childhood-General and Special Education (ZS) endorsement;

      OR

    - A bachelor's degree with a major in Early Childhood Education *or* child development with a specialization in preschool teaching.
- Experience in Early Childhood classrooms, preferred.
- Certification of CPR and First Aid required by State Licensing, required *OR* willingness to obtain within 6 (six) months of hire date.

Physical and Mental Demands, Work Hazards:

- ADA Requirements: The physical demands, work environment factors, and mental functions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Demands: While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment), taste and smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.
- Work Environment: The noise level in the work environment is usually loud to moderate.
- Mental Functions: While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

FLSA Status: Exempt

Appendix B

Excellence & Equity in Education

Position: Associate Teacher - Great Start Readiness Program

Schedule: 34 weeks per year; 35 hours per week

Position Purpose: Under the direction of the Lead Teacher, the Associate Teacher assists in the planning, implementation, and monitoring of classroom activities designed to prepare students for Young 5's or Kindergarten. Operating within a safe and nurturing preschool environment, the Associate Teacher provides constant supervision to support the well-being and safety of every child while fostering their developmental growth.

Essential Job Functions:

- Facilitate developmentally appropriate learning activities for all parts of the preschool day.
- Support lead teacher in developing high-quality weekly lesson plans with fidelity to the district preschool curriculum.
- Gather child assessment data to plan for individualized instruction.
- Attend home visits, conferences, family events/ advisory meetings, and open houses.
- Actively participate in all planned professional development and other training as designated by the supervisor.
- Assist with loading and unloading of children from the buses
- Maintain child files.
- Ensure compliance with all licensing standards.
- Demonstrate respect for confidentiality requirements of information.
- Establish and maintain positive partnerships with families and other staff members.
- Able to work as part of a collaborative team.
- Regular, reliable and punctual attendance

Additional Duties: Performs other related tasks as assigned by the Director, Dean and other central office administrators as designated by the Superintendent.

Note: This description is illustrative of tasks and responsibilities and is not meant to be all-inclusive.

Equipment: Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

Travel Requirements: Travels to school district buildings and professional meetings as required.

Knowledge, Skills, and Abilities:

- Knowledge and experience working with preschool, early elementary, and/or early childhood education.
- Ability to plan, prepare, and carry out engaging educational activities that promote the social-emotional, academic, and physical development of the whole child.
- Ability to establish and maintain a safe and secure learning environment.
- Ability to communicate effectively with young children and their families.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to apply common sense understanding and learned skills while interacting with students and adults.
- Ability to develop effective working relationships with students, staff, and the school community.
- Demonstrate self-directedness and initiative when given a variety of tasks and responsibilities.
- Ability to work in an economically, culturally and racially diverse environment.

Qualifications:

- Must have one of the following educational requirements:
    - An associate's degree (AA) in early childhood education or child development or the equivalent;
    - *OR* A valid classroom CDA credential;
    - *OR* Willingness to obtain within 2 (two) years of hire date.
- Experience working in an Early Childhood classroom, preferred.
- Certification of CPR and First Aid required by State Licensing, preferred.

Physical and Mental Demands, Work Hazards:

- ADA Requirements: The physical demands, work environment factors, and mental functions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Physical Demands: While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or

balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment), taste and smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

- Work Environment: The noise level in the work environment is usually loud to moderate.
- Mental Functions: While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

FLSA Status: Exempt

Appendix C

KPS GSRP CALENDAR
2026-2027

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
0 work days/ 0 instruction days						
October						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
21 work days/ 17 instruction days						
January						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
19 work days/ 15 instruction days						
April						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
16 work days/ 13 instruction days						

work days – New Staff Only work days – Regular Staff 178 Instruction Days August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
8 work days/ 1 instruction days						
November						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
18 work days/ 12 instruction days						
February						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
18 work days/13 instruction days						
May						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
15 work days / 10 instruction days						

work days/ instruction days September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
20 work days/ 17 instruction days						
December						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
14 works days/ 11instruction days						
March						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
23 work days/ 19 instruction days						
June						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
0 work days / 0 instruction days						

	1st Day of School is a Half Day for Students/ Full day staff Last Day of School is a full day for Students and Staff
	Holiday Break/Vacation Break
	No Students/Staff Report for Full Day
	Full work day for staff / home visits / PD
	Half Day for Students / Full Day Staff
	Half Day for Students and Staff
	No Students / Half day for Staff

128 Instruction days
172 work days for regular staff

Appendix D

Kentwood Public Schools

Agreement 4231 - Great Start Readiness Program (GSRP)

2026-2027

Lead Teacher

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
GSRP	$45,239.07	$48,212.58	$51,186.09	$54,160.71	$57,135.33	$60,108.85	$63,083.47	$66,056.98	$67,378.54
MAGR	$47,499.69	$50,622.88	$53,746.06	$56,869.25	$59,992.43	$63,113.40	$66,236.59	$69,359.77	$70,746.75

Associate Teacher

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
$19.34	$21.52	$22.53	$23.63	$24.70	$25.78	$26.83

Appendix E

4231 Group - GSRP Teacher Insurance Options January 1, 2026 - December 31, 2026			
	Option I **Priority Health HMO - PHKE3**	**Option II** **Priority Health HSA** **100 - PHKE1**	**Option III** **Priority Health HSA** **80/20 - PHKE5**
Monthly 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 100 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 80/20 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.
Cash In Lieu	N/A	N/A	N/A
Medical	Office Visit Copay: $5.00 Deductible: None No Co-Insurance All Services Must be In-Network	**Deductible:** Single: $2000 2 Person: $4000 Family: $4000 100% Coverage once deductible is met.	**Deductible:** Single: $2000 2 Person: $4000 Family: $4000 20% Co-Insurance once deductible is met.
Prescription	Co-payment $10 generic/$20 brand – for 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.	Co-payment **After** plan year deductible is met $10 generic/$40 brand for 30 day fill.
Dental	**ADN Administrators, Inc.** Plan year January - December $2,000 maximum benefit for each insured person per year for basic and major services · Basic dental services paid at 100% · Major dental services paid at 90% $1,500 maximum benefit for each insurance person per lifetime for orthodontics Orthodontic dental services paid at 50%.	**ADN Administrators, Inc.** Plan year January - December $2,000 maximum benefit for each insured person per year for basic and major services · Basic dental services paid at 100% · Major dental services paid at 90% $1,500 maximum benefit for each insurance person per lifetime for orthodontics Orthodontic dental services paid at 50%.	**ADN Administrators, Inc.** Plan year January - December $2,000 maximum benefit for each insured person per year for basic and major services · Basic dental services paid at 100% · Major dental services paid at 90% $1,500 maximum benefit for each insurance person per lifetime for orthodontics Orthodontic dental services paid at 50%.
Vision	**NVA (National Vision Administrators)** Plan year is January - December. · Vision exam – 100% in network ($50.00 maximum benefit) · Lenses-standard glass or plastic covered · Frames – $200 allowance · Contact lenses: Up to $115 in lieu of glasses including contact fitting fees. · Benefits are limited to one exam and either one pair of glasses (lenses & frames) or maximum allowance of contract lenses once per plan year. See NVA's summary of benefits for additional savings/discounts for using an in network provider, or for out of network fee schedule.	**NVA (National Vision Administrators)** Plan year is January - December. · Vision exam – 100% in network ($50.00 maximum benefit) · Lenses-standard glass or plastic covered · Frames – $200 allowance · Contact lenses: Up to $115 in lieu of glasses including contact fitting fees. · Benefits are limited to one exam and either one pair of glasses (lenses & frames) or maximum allowance of contract lenses once per plan year. See NVA's summary of benefits for additional savings/discounts for using an in network provider, or for out of network fee schedule.	**NVA (National Vision Administrators)** Plan year is January - December. · Vision exam – 100% in network ($50.00 maximum benefit) · Lenses-standard glass or plastic covered · Frames – $200 allowance · Contact lenses: Up to $115 in lieu of glasses including contact fitting fees. · Benefits are limited to one exam and either one pair of glasses (lenses & frames) or maximum allowance of contract lenses once per plan year. See NVA's summary of benefits for additional savings/discounts for using an in network provider, or for out of network fee schedule.
Life Insurance	$50,000 Life - $50,000 AD&D	$50,000 Life - $50,000 AD&D	$50,000 Life - $50,000 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**	**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**

	Option IV Priority Health EPO 90/10 - PHKE4	Option V Waiver
Monthly Employee Cost	Full-Time Employee working 30 or more hours per week Full-time employees who elect Priority Health EPO 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 to waive medical insurance will receive a $500 per month Cash in Lieu amount. KPS will contribute towards the cost of coverage for the employee only. Dependent coverage can be purchased at full cost.
Cash In Lieu	N/A	**Full Time -** $500.00 per month
Medical	**Deductible:** Single: $500 2 Person: $1000 Family: $1000 10% Co-Insurance once deductible is met.	There is no medical coverage with this option
Prescription	3-Tier Rx Co-payment $10 / 20% / 20%	There is no prescription coverage with this option
Dental	**ADN Administrators, Inc.** Plan year January - December $2,000 maximum benefit for each insured person per year for basic and major services · Basic dental services paid at 100% · Major dental services paid at 90% $1,500 maximum benefit for each insurance person per lifetime for orthodontics Orthodontic dental services paid at 50%.	**ADN Administrators, Inc.** Plan year January - December $2,000 maximum benefit for each insured person per year for basic and major services · Basic dental services paid at 100% · Major dental services paid at 90% $1,500 maximum benefit for each insurance person per lifetime for orthodontics Orthodontic dental services paid at 50%.
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Life Insurance	$50,000 Life - $50,000 AD&D	$45,000 Life - $45,000 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**