

AGREEMENT 4234

**ASSISTANT PROGRAM DIRECTORS AND SITE
COORDINATORS**

WORKING AGREEMENT

EFFECTIVE JULY 1, 2023 – JUNE 30, 2026

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

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ASSISTANT PROGRAM DIRECTORS AND SITE COORDINATORS WORKING AGREEMENT

Effective July 1, 2023-2026

Conditions of Employment for the following Personnel:

Assistant Program Directors and Site Coordinators

A. Probationary / Trial Period

1. Assistant Program Directors and 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 both Assistant Project Directors.

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.

1. Assistant Project Directors – Salary Exempt
Each of the two APDs will be paid an annual salary of \$53,040.
2. Site Coordinators – Hourly Non-Exempt
All Site Coordinators (SC) transitioning from the city of Kentwood and hired prior to July 1, 2019 will be paid an hourly rate of \$19.00.

There are currently four SC who were promised a .25 raise prior to moving to KPS for the 2019-20 school year and the district will honor that making their hourly pay \$19.25.

All newly hired SCs (hired after July 1, 2019) will be paid in accordance with the 4234 wage schedule.

D. Leave Information

1. Leave Time

Each site coordinator and assistant project directors will receive 64 hours of leave time for the 2019/2020 school year. Leave balances do not carry over from one year to the next.

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. Effective July 1, 2020 4234 employees will receive 6 sick days instead of 64 leave hours. Unused sick time as of June 30th, be carried over to the following year.
3. Beginning July 1, 2020 4234 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.
4. 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 | Memorial Day |
| Friday After Thanksgiving | New Year's Eve | Independence Day |

5. 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.

6. 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.

7. 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.

8. 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 and PMLA requirements.

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.

G. Wage Sheet

Kentwood Public Schools
4234 - 21st Century Community Learning Centers
2023-2026 Wage Sheet

21st Century - CCLC grant		
Site coordinators		
2023-2024	\$	20.86
2024-2025	\$	21.59
2025-2026	\$	22.24
Program Directors (2)		
2023-2024	\$	58,250
2024-2025	\$	60,290
2025-2026	\$	62,100

H. Insurance Benefits

FULL TIME SITE COORDINATOR & ASSISTANT PROJECT DIRECTOR (4234)
INSURANCE OPTIONS OVERVIEW

July 1, 2023 - June 30, 2026

	OPTION I PRIORITY HEALTH HMO	OPTION II PRIORITY HEALTH HSA
Employee Cost	<p>Full-Time Employee working 30 or more hours per week</p> <p>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</p> <p>KPS will contribute towards the cost of coverage for the employee only. Dependent coverage can be purchased at full cost.</p>	<p>Full-Time Employee working 30 or more hours per week</p> <p>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</p> <p>KPS will contribute towards the cost of coverage for the employee only. Dependent coverage can be purchased at full cost.</p>
Medical	<p>Priority Health HMO Office Visit co pay: \$5.00 Deductible: None</p> <p>All services must be in network</p>	<p>Priority Health HSA (HMO) Deductible: \$2,000 single \$4,000 2-person \$4,000 Full family</p> <p>KPS will fund the Single deductible at 50% after a 60 day waiting period. Amounts will be prorated for mid-year elections.</p>
Prescription	<p>Co-payment \$10 generic/\$20 brand - 30 day fill \$10 generic/\$20 brand - 90 day mail.</p>	<p>Co-payment After plan year deductible is met \$10 generic/\$40 brand for 30 day fill.</p>
Dental	<p>ADN Administrators, Inc. Plan year January - December</p>	<p>ADN Administrators, Inc. Plan year January - December</p>
Vision	<p>NVA (National Vision Administrators) Plan year is January - December.</p>	<p>NVA (National Vision Administrators) Plan year is January - December.</p>
Life Insurance	<p>\$10,000 life - \$10,000 AD&D</p>	<p>\$10,000 life - \$10,000 AD&D</p>
Footnotes	<p>Full plan details available on the KPS Website</p> <p>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.</p> <p>Employee premiums will be adjusted annually to reflect rates given by Priority Health, ADN, NVA & Madison National Life</p>	<p>Full plan details available on the KPS Website</p> <p>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.</p> <p>Employee premiums will be adjusted annually to reflect rates given by Priority Health, ADN, NVA & Madison National Life</p>