

AGREEMENT 2020

WORKING AGREEMENT FOR ADMINISTRATIVE STAFF

JULY 1, 2013 - JUNE 30, 2014

KENTWOOD PUBLIC SCHOOLS
5820 EASTERN AVENUE SE
KENTWOOD, MICHIGAN 49508

Kentwood Public Schools
5820 Eastern Avenue SE
Kentwood, Michigan 49508

AGREEMENT 2020

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AGREEMENT 2020

Conditions of Employment

July 1, 2013 – June 30, 2014

A. Recognition

All administrative positions presently identified in Section G. will be covered by this policy.

B. Prior to changes being implemented to this policy, representatives of Administrative Council will meet with the Superintendent to review changes.

C. Education and Experience

1. The beginning classification on the administrative salary schedule requires a State of Michigan Administrative Certification as described in the school code.
2. The Board agrees to pay the fee for renewal of the administrative certificate.
3. An administrator may be allowed up to five years of administrative experience on the salary range.
4. Individual contracts may be offered for multiple years in accordance with school code and at the discretion of the Superintendent of Schools.

D. Tuition Reimbursement

The tuition reimbursement rate for additional credit earned beyond permanent, continuing, or professional certification shall be the average tuition rate of the following schools: Western Michigan University, Central Michigan University, and Michigan State University. The rate for each academic year shall be determined by the effective tuition rates for off-campus graduate level courses on October 1 of that school year. Reimbursement shall be the actual cost of tuition, or the average as described above, whichever is less.

1. Payments are made for courses taken during the calendar year (January-December). Only employees still in employment with Kentwood Public Schools at the time payment is made are eligible.
2. Payment for courses taken during the calendar year will be made upon receipt of the tuition reimbursement application, an official grade report or transcript showing a grade of B or better in graduate work or a Pass in ungraded coursework or a C in undergraduate work. The employee must also provide "proof of payment" in order to be reimbursed. Course work will be reimbursed and credited to the calendar year in which the course is completed. (The Human Resource Office will maintain the list of reimbursements). Employees will have up to one year from the completion of the course to submit for reimbursement. After one year, no reimbursement will be allowed.

3. The maximum payment to any individual shall be for six (6) semester hours per calendar year.
4. Only graduate or undergraduate courses related to the teaching and/or administration field will be considered for tuition reimbursement.
5. Courses taken on-line or from a college or university must be accredited by the North Central Association of Colleges and Schools or one of its five regional affiliates or be pre-approved by the Assistant Superintendent of Human Resources.

E. Fringe Benefits and Leave Privileges

1. Administrative employees shall receive leave privileges and fringe benefits at least equal to those provided for the certified bargaining unit employees unless otherwise guaranteed through individual administrator contracts and/or Agreement 2020.
2. Each administrator shall be allowed sick leave with unlimited accumulation except for the provisions of D.10. (Severance) as follows:

<u>Contracted Weeks</u>	<u>Days Per Year</u>
42	14
44	14.5
52	15.5

3. Each administrator shall be entitled to additional remuneration for services performed in the form of a tax sheltered annuity equal to 5% of the administrator's base contract wages (excluding extra work weeks and advanced degree amounts). The remuneration for services performed shall be contributed to a deferred compensation plan under Section 403 (b) of the Internal Revenue Code. Because the administrator does not have the option to receive the tax sheltered annuity contribution in cash, it is intended that the payment to the tax-deferred annuity be treated as a non-elective contribution that does not reduce the amount the administrator may contribute to the tax-deferred annuity on a salary reduction basis.
4. The Board of Education agrees to reduce each administrator's salary by an amount recommended to the Board by the administrators and purchase specific programs through the program of the administrator's choice.
5. The Board shall provide to each of the full time administrative council members one of the following Priority Health options for a full twelve (12) month period for the administrative council members and his/her entire family.
 - a. See Appendix A
6. Additional term life insurance equivalent to two times the annual salary.
7. Travel Expenses IRS reimbursement rate
8. Association dues shall be paid annually, upon request, by the Board for each administrator for one state and one national association.

9. Each administrator may opt to have a health examination at least once every 36 months, or sooner as determined by the Superintendent. The Board shall pay full cost of the examination not covered by insurance.

The amount of the benefit for each examination for which benefits are provided under this coverage shall be the reasonable and customary charge for the examination, exclusive of any portion of such charge, and of any separate charge, made for medication or treatment prescribed in connection with or as a result of such examination.

Exclusions

No benefit shall be payable under this coverage for a charge:

- a. for any medical care or treatment received in connection with an injury, disease or pregnancy;
- b. for an examination received by an individual before becoming insured hereunder, or after his insurance hereunder was discontinued;
- c. for any examination furnished by or through any government or any subdivision of agency thereof, or the charge for which is paid or payable or reimbursable by or through any plan or program of any government or any subdivision or agency, thereof;
- d. which would not have been made, in the absence of insurance, or which none of the individuals insured under this policy legally obligated to pay.

10. Severance

- a. Under the severance of an administrator who has worked five (5) years or more with Kentwood Public Schools, the administrator shall be compensated for any unused accumulated sick leave at the following rates:

- Rate 1** – applies to administrators with 25-99 leave days
- Rate 2** – applies to administrators with 100-249 leave days
- Rate 3** – applies to administrators with 250 or more leave days

For administrators employed after January 1, 1995, the accumulation of leave days for severance calculation is capped at a maximum accumulation of 200 days.

Rate 1	Rate 2	Rate 3
\$35/day	\$50/day	\$70/day

- b. To qualify for the severance compensation described above, the employee must give written notification to the Human Resources Office by April 1 of his/her intent to resign at the end of that school year. In unusual circumstances an exception may be mutually agreed to which could allow this requirement to be waived by the Superintendent.

Once the resignation has been accepted by the Board, the administrator may not withdraw his/her resignation.

- c. At the option of the employee, payment for the above described severance benefits can be made in a lump sum upon severance or received as deferred annual payments over a period of time not exceeding 36 months from date of severance.

Upon the death of an administrator, the spouse/beneficiary will be paid at the appropriate rate set forth above (10.a.) for each unused sick leave day accumulated regardless of the administrator's eligibility under the Michigan Public School Employees Retirement Act as years of service.

11. 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.

12. Personal Business Days

- a. Each bargaining unit employee who has 60 accumulated sick leave days counted at the end of the previous school year shall be allowed 3 personal leave days. All other employees shall be allowed 2 personal leave days. Such days shall not be cumulative and shall be subject to the following provisions:
 - 1. Arrangements for said leave shall be made at least five (5) days in advance with the superintendent on the proper form.
 - 2. Matters of an emergency nature shall be allowable upon advance notice to the superintendent.
 - 3. Personal leave days shall not be used during scheduled parent-teacher conference times or immediately before or after holiday and vacation periods, except in emergencies and with the approval of the superintendent.
 - 4. One extra personal leave day per year, purchased by exchanging two sick leave days, will be available to administrators. This extended extra personal leave day shall not accumulate to following years.

12. Vacation

Full year employees (52 weeks) shall have 20 days of paid vacation per year. School year employees requiring time off during scheduled work weeks must have supervisor approval via a change-of status rescheduling their work year.

F. Reduction in Force Due to Economic Necessity

1. In the event of the economic necessity for a reduction of administrative force the procedures shall be as follows:
 - a. Notification in accordance with PA 451 Section 380-1229.
 - b. Administrators on one-year contracts shall be considered for non-renewal of contracts at the discretion of the Superintendent of Schools with approval of the Board. First consideration for reassignment and transfer shall be given to any administrator affected by this action.
 - c. Administrators on multiple year contracts shall be considered for renewal contracts at the discretion of the Superintendent of Schools with approval of the Board.
2. Seniority, Layoff and Recall

Seniority shall be defined as the length of time an administrator has been employed at Kentwood Public Schools in an administrative position. In the event of a reduction in administrative force, layoff and recall will be according to the following procedures:

- a. Layoff Criteria:

Qualifications; certification if required; seniority as an administrator; seniority in the Kentwood Public Schools.
- b. Recall of Personnel:
 - 1) The administrator with the most seniority that is on layoff will be recalled first if he/she is qualified and certified for the vacancy. Notice of recall shall be by certified mail.
 - 2) Recall list shall be maintained in Human Resource Office.
 - 3) Failure to accept the position within twenty (20) work days after receipt of certified letter offering employment shall result in removal from seniority recall list. If a recall letter is undeliverable by the U.S. Post Office, the Board will not be obligated to hold the position available for more than fifteen (15) work days. Every attempt will be made to contact the laid-off administrator at the address and phone number he/she has made available to the Human Resource Office.
- c. A concerted attempt shall be made to provide administrators holding valid teaching certificates seniority for teaching positions from date of first employment in Kentwood Public Schools.

- d. In the event an administrator is laid-off and does not qualify under section 10.a. (severance) and is not reassigned to either an administrative or teaching position, shall receive a separation benefit as follows;

Based on 85% of current salary the administrator shall receive 50% of his/her daily rate times the number of accumulated sick leave days with a maximum of \$5,000.

Said administrator who refuses reassignment to either an administrative or teaching position is not eligible for this benefit.

G. Salary

1. Compensation for additional weeks worked shall be paid on a pro rata basis of the administrator's normal daily rate.
2. A maximum of 52 weeks of work per fiscal year shall be allowed through mutual agreement between the Superintendent of Schools and said administrators.
3. Compensation for advanced degrees shall be as follows:

Compensation

MA+30 - \$1,000

Specialist / Doctorate - \$1,500

Kentwood Public Schools
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Agreement 2020 – 2013-2104 Wage Chart

G. Salary range with weeks noted without advanced degree

Agreement 2020	Weeks	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
LEVEL 1									
High School Principal	52	\$78,922	\$83,270	\$87,617	\$91,965	\$96,313	\$100,658	\$104,882	\$109,230
LEVEL 2									
Middle School Principal 9th Grade Principal	44	\$69,993	\$74,433	\$78,875	\$83,316	\$87,758	\$92,196	\$96,421	\$100,769
LEVEL 3									
Elementary Principal Assistant High School Principal Director of Athletics Director of Instructional Services Director of Fine Arts & Facilities Scheduling Director of Student Services	42	\$66,744	\$69,964	\$74,035	\$78,106	\$82,174	\$86,247	\$90,471	\$94,819
LEVEL 4									
Asst Middle School Principal Director of Community Ed Director of Special Education Dean of Academic Affairs	42 42	\$64,587 \$59,587	\$68,593 63,593	\$72,597 67,597	\$76,603 71,603	\$80,609 75,609	\$84,616 79,616	\$88,840 83,840	\$93,188 88,188
LEVEL 5									
Director of Plant Services	52	\$69,280	\$73,566	\$77,855	\$82,143	\$84,326	\$86,426	\$90,650	\$94,998
Director of Technology	52	\$69,280	\$73,566	\$77,855	\$82,143	\$84,326	\$86,426	\$90,650	\$94,998
Director of Child Nutrition Services	44	\$60,620	\$64,372	\$68,124	\$71,873	\$75,626	\$79,378	\$83,602	\$87,950
Supervisor of Special Education	42	\$60,620	\$64,372	\$68,124	\$71,873	\$75,626	\$79,378	\$83,602	\$87,950
LEVEL 6									
Director of Safety	46	\$52,710	\$56,451	\$60,191	\$63,929	\$67,670	\$71,409	\$75,633	\$79,981
Director of Transportation	52	\$61,798	\$65,258	\$68,713	\$72,174	\$75,634	\$79,090	\$83,314	\$87,662
LEVEL 7									
Director of Early Childhood	52	\$52,000	\$53,300	\$56,594	\$59,893	63,188	64,477	66,477	\$70,825

ADMINISTRATORS INSURANCE OPTIONS OVERVIEW

	OPTION I PRIORITY HEALTH HMO	OPTION II PRIORITY HEALTH HSA	OPTION III DENTAL/VISION/LIFE/LTD	OPTION IV WAIVER
Employee Cost	Full-time employees (30 or more hours per week) Full-time employees who elect this plan will pay the difference between the PA 152 CAP amount and the Priority Health HMO premium plus 20% of the dental/vision cost.	Full-time employees (30 or more hours per week) Full-time employees who elect this plan will pay the difference between the PA 152 CAP amount and the Priority Health HSA premium plus 20% of the dental/vision cost.	Full-time employees (30 or more hours per week) Full-time employees who elect this plan 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 the deductible at 100%. Amounts will be prorated for mid year elections.	There is no medical coverage with this option	no medical coverage with this option
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.	There is no prescription coverage with this option	no prescription coverage with this option
Dental	ADN Administrators, Inc. Plan year January - December \$1,000 maximum benefit for each insured person per year for basic and major services <ul style="list-style-type: none"> • 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 90% (no age limit).	ADN Administrators, Inc. Plan year January - December \$1,000 maximum benefit for each insured person per year for basic and major services <ul style="list-style-type: none"> • 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 90% (no age limit).	ADN Administrators, Inc. Plan year January - December \$1,000 maximum benefit for each insured person per year for basic and major services <ul style="list-style-type: none"> • 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 90% (no age limit).	no dental coverage with this option

Vision	<p>NVA (National Vision Administrators) Plan year is January - December.</p> <ul style="list-style-type: none"> • 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. <p>See NVA's summary of benefits for additional savings/discounts for using an in network provider, or for out of network fee schedule.</p>	<p>NVA (National Vision Administrators) Plan year is January - December.</p> <ul style="list-style-type: none"> • 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. <p>See NVA's summary of benefits for additional savings/discounts for using an in network provider, or for out of network fee schedule.</p>	<p>NVA (National Vision Administrators) Plan year is January - December.</p> <ul style="list-style-type: none"> • 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. <p>See NVA's summary of benefits for additional savings/discounts for using an in network provider, or for out of network fee schedule.</p>	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	<p>66 2/3% of monthly salary to a maximum of \$5,000 per month.</p> <p>Waiting period: The greatest of 60 calendar days or end of sick leave.</p>	<p>66 2/3% of monthly salary to a maximum of \$5,000 per month.</p> <p>Waiting period: The greatest of 60 calendar days or end of sick leave.</p>	<p>66 2/3% of monthly salary to a maximum of \$5,000 per month.</p> <p>Waiting period: The greatest of 60 calendar days or end of sick leave.</p>	<p>66 2/3% of monthly salary to a maximum of \$5,000 per month.</p> <p>Waiting period: The greatest of 60 calendar days or end of sick leave.</p>

This comparison is intended as an easy-to-read summary. It is not a contract.