

# AGREEMENT 4230

## WORKING AGREEMENT FOR MISCELLANEOUS STAFF

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JULY 1, 2023 – JUNE 30, 2026

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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

**FULL TIME MISC. STAFF (4230) INSURANCE OPTIONS OVERVIEW**  
July 1, 2023 - June 30, 2026

	<b>OPTION I</b>	<b>OPTION II</b>	<b>OPTION III</b>	<b>OPTION IV</b>
	<b>PRIORITY HEALTH HMO</b>	<b>PRIORITY HEALTH HSA</b>	<b>DENTAL/VISION/LIFE/LTD</b>	<b>WAIVER</b>
Employee Cost	<p><b>Full-Time Employee</b> working 30 or more hours per week</p> <p>Full-time employees who elect <b>Priority Health HMO</b> will pay the difference between the PA152 Cap amount and the plan premium, plus 20% of the Dental/Vision cost</p>	<p><b>Full-Time Employee</b> working 30 or more hours per week</p> <p>Full-time employees who elect <b>Priority Health HSA</b> will pay the difference between the PA152 Cap amount and the plan premium, plus 20% of the Dental/Vision cost</p>	<p><b>Full-Time Employee</b> working 30 or more hours per week</p> <p>Full-time employees who elect <b>Option III</b> will pay 20% of the Dental/Vision cost</p>	N/A
Cash In-Lieu Payment	N/A	N/A	<b>Full time</b> \$130.00 per month cash in lieu paid with the waiver of medical and prescription coverage.	<b>Full-time</b> \$500 per month cash in lieu paid with the waiver of all the above coverage options
Medical	<p><b>Priority Health HMO</b> Office Visit co pay: \$5.00 Deductible: None</p> <p>All services must be in network</p>	<p><b>Priority Health HSA (HMO)</b> Deductible: \$2,000 single \$4,000 2-person \$4,000 Full family</p> <p>KPS will fund deductible at 100%. Amounts will be prorated for mid-year elections.</p>	There is no medical coverage with this option	There is no medical coverage with this option
Prescription	Co-payment \$10 generic/\$20 brand - 30 day fill \$10 generic/\$20 brand - 90 day mail.	Co-payment <b>After</b> plan year deductible is met \$10 generic/\$40 brand for 30 day fill.	There is no prescription coverage with this option	There is no prescription coverage with this option
Dental	<b>ADN Administrators, Inc.</b> Plan year January - December	<b>ADN Administrators, Inc.</b> Plan year January - December	<b>ADN Administrators, Inc.</b> Plan year January - December	There is no dental coverage with this option
Vision	<b>NVA (National Vision Administrators)</b> Plan year is January - December.	<b>NVA (National Vision Administrators)</b> Plan year is January - December.	<b>NVA (National Vision Administrators)</b> Plan year is January - December.	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	66 2/3% of monthly salary to a maximum of \$5,000 per month.	66 2/3% of monthly salary to a maximum of \$5,000 per month.	66 2/3% of monthly salary to a maximum of \$5,000 per month.	66 2/3% of monthly salary to a maximum of \$5,000 per month.
Footnotes	<p>Full plan details available on the <a href="#">KPS Website</a></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 &amp; Madison National Life</p>	<p>Full plan details available on the <a href="#">KPS Website</a></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 &amp; Madison National Life</p>	<p>Full plan details available on the <a href="#">KPS Website</a></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 &amp; Madison National Life</p>	

**Kentwood Public Schools**  
**Addendum-Agreement 4230 (unclassified) - 2024/2025 Wage Chart**

Salaried	Weeks	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 11	Step 16	Step 21	Step 26
<b>Class I</b>											
Community Service Coordinator / McKinney Vento Specialist	38	33,200	35,600	38,000	40,400	42,210	42,570	43,060	43,650	44,320	44,990
Child Life Advocate	41	35,600	38,000	40,400	42,210	42,570	43,060	43,650	44,320	44,540	45,210
<b>Class II</b>											
Auditorium Tech	44	42,820	44,210	45,590	46,830	48,350	50,610	51,020	51,590	52,270	53,060
In-School Suspension Supervisor	38										
<b>Class III</b>											
HR Generalist / Benefits Supervisor	52	58,320	60,800	63,800	67,210	71,690	73,950	74,440	75,100	75,910	76,840
Accounting Generalist	52										
Pupil Accounting / Payroll Specialist	52										
Administrative Assistant to Superintendent and BOE	52										
Manager of Custodial Operations / Aquatics	52										
Communications Coordinator / Graduation Coach / Child Nutrition Kitchen Supervisor	52	41,190	43,250	45,410	47,680	50,070	52,830	53,340	54,000	54,810	55,730
Supervisor SACC	52	51,700	54,190	56,660	59,130	61,620	63,860	64,360	65,020	65,830	66,760
Field Supervisor of Child Nutrition	52										
Facilities / Event Manager	52	52,250	54,850	57,450	60,080	63,110	65,460	65,960	66,630	67,440	68,360
Employee Benefits / Insurance Coordinator	52										
Child Nutrition Technology Manager	52										
Purchasing & Logistics Coordinator	52										
Safety Coordinator	44	44,220	46,410	48,610	50,830	52,960	55,210	55,630	56,200	56,880	57,660
Engineer / Analyst - Level 1	52	58,940	61,410	64,420	67,820	72,310	74,560	75,050	75,730	76,530	77,450
Technician - Level 1	52	34,260	35,640	37,010	38,370	39,750	41,120	42,490	43,860	45,220	46,600
Technician - Level 2	52	41,810	43,900	46,020	48,300	50,680	52,920	53,430	54,090	54,900	55,820
Support Specialist - Technology	52	52,870	54,910	58,060	60,700	63,200	65,450	65,940	66,620	67,420	68,350
Assessment Data Info System	52	58,940	61,410	64,420	67,820	72,310	74,560	75,050	75,730	76,530	77,450
Student / Business Info System	52										
Help Desk	41	34,720	36,420	38,210	40,090	42,340	42,730	43,240	43,860	44,570	45,240
<b>Class IV</b>											
Budget Control Officer / Accounting Specialist	52	65,410	69,740	74,080	78,420	82,740	84,990	85,500	86,160	86,970	87,890
Engineer / Analyst - Level 2	52										
Manager Operations / Transportation / Safety	52										
Benefits Specialist / HR Specialist	52										
Student Behavioral / Mental Health Coordinator	42	58,290	60,030	61,840	63,690	65,600	67,850	68,250	68,790	69,440	70,190
On Line Coordinator - Virtual school	42										
Home Intervention Manager / Student Service Liaison	42										
<b>Class V</b>											
Elementary Child Nutrition Supervisor	42	37,290	39,800	42,320	44,560	44,940	45,450	46,070	46,790	47,500	48,220
Transition Coordinator	40										
Parent Advocate	40										
ESL Coordinator K-12	42	39,880	42,110	45,440	48,730	52,400	52,650	52,910	53,180	53,460	53,730
School Culture and Climate / MTSS Coordinator	42	63,340	67,670	72,000	76,340	80,670	82,900	83,260	83,750	84,340	85,270
Program Development / Instructional Tech Coordinator / Nurse Coordinator	42	80,670	82,900	83,260	83,750	84,340	85,270	88,670	92,220	95,910	99,750
Human Resources Manager	52	76,810	80,260	84,050	87,930	92,220	95,470	96,420	97,560	98,900	100,380



**Kentwood Public Schools**  
**Agreement 4230 (unclassified) - 2024/2025 Wage Chart**

Hourly											
	Weeks	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 11	Step 16	Step 21	Step 26
<b>Class I</b>											
Community Ed/Ice Arena Night Supervisor	varies	19.51	20.53	21.61	22.74	23.96	24.82	25.08	25.40	25.78	26.23
Part-Time Substitute Call-in Clerk	42										
<b>Class II</b>											
Athletic Dept Support	varies	16.15	16.61	17.22	17.53	17.93	18.36	18.65	19.02	19.33	19.63
General Clerk	varies										
Dispatcher - EKHS - Security Office	varies										
Receptionist - Administration	52										
Switchboard (EKHS)	38										
Safety/Security	38										
<b>Class II</b>											
Piano Accompanist	38	16.15	16.86	17.75	18.61	18.87	19.19	19.57	20.02	20.40	20.69
Employment Training Specialist	42										
Special Education Pupil Accounting Clerk	42										
<b>Class IV</b>											
Accounting Clerk	52	17.48	18.43	19.36	20.39	21.25	21.51	21.83	22.21	22.66	23.02
Secretary to EKHS Principal	52										
Secretary to Crossroads Principal	varies										
Technology Office Manager / Technology Office Coordinator	52										
General Secretary	52										
Director/Coordinator's Secretary	varies										
Building Manager - EKHS	44										
<b>Class V</b>											
Accounting Clerk II	52	20.23	21.29	22.43	23.59	24.85	25.73	26.00	26.32	26.71	27.17
Pupil Accounting Clerk	52										
Payroll Clerk	52										
Transportation Routing Clerk	52										
Program Development Coordinator	52										
Human Resource Clerk	52										
<b>Class VI</b>											
Secretary to Assist Supt/ Executive Directors	52	21.29	22.42	23.57	24.80	26.11	26.99	27.26	27.58	27.98	28.43
Secretary to the Instruction Office	52										