



Hazel Park School District

Focusing on the Future

Amy Kruppe, Ed.D.

Superintendent

Ford Administration

1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

Non-Union Employee Salary & Benefit Summary 2017/2018 Year

Sick Leave

Employees shall be allocated sick leave days at the beginning of the contract year for the purposes of personal illness or injury, or illness in the immediate family. Immediate family is interpreted as spouse, son or daughter, parents, or other dependents.

Sick leave shall be allocated as follows:

- 10 month employees will be allowed 10 days each year without loss of salary.
- 12 month employee will be allowed 12 days per year without loss of salary.

Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible. In the event of an emergency, personal business leave may be approved after the absence of the employee.

Unused sick leave time shall accumulate in an employee's sick leave bank up to a maximum of 50 days. Upon retirement an employee shall receive a severance payment equivalent to \$20 per day for up to 50 days, with a maximum severance payment of \$1,000.

Paid Holidays

Employees shall receive the following paid holidays:

Independence Day *	Day After Christmas (if a workday) *
Friday before Labor Day *	New Year's Eve
Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	First Day of Spring Break
Christmas Eve	Memorial Day
Christmas Day	

* 12 month employees only

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In the event that one of the above holidays falls on a Saturday or Sunday, an alternate holiday will be awarded, not to be in conflict with the school calendar.

For 12 Month Employees: When July 4 falls on Tuesday, Monday July 3 shall be an additional paid holiday. When July 4 falls on Thursday, Friday, July 5 shall be an additional paid holiday.

Medical Insurance Coverage

All employees regularly and continuously working 30 or more hours per week will be eligible for single subscriber medical insurance coverage provided by the School District, subject to the annual hard cap limits set by the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011). Employees shall pay contributions for medical insurance through pre-tax payroll deductions for any premium costs in excess of the annual limits set by the state.

Employees can select between the following two medical plans:

- \$1,300/\$2,600 High Deductible Priority Health PPO Plan
- \$1,300/\$2,600 High Deductible Priority Health HMO Plan

If an employee does not elect medical plans provided by the School District, he/she shall be provided with a \$400 annual payment in lieu of insurance

Additional coverage levels and benefit programs may be available within each individual employee group.

ADDITIONAL INFORMATION FOR CERTAIN NON-UNION EMPLOYEE GROUPS

Preschool Teachers & GSRP Associate Teachers

Preschool Teachers (Preschool Academy & GSRP) & GSRP Associate Teachers are employed on an hourly basis as follows (pay range is 1.5% higher than 2016/2017):

- Preschool Teacher: \$20.27 to \$27.49 per hour
- GSRP Associate Teacher \$13.73 to \$15.20 per hour

Salary placement for Preschool Teachers and GSRP Associate Teachers shall be determined by the Superintendent at the time of hire and may include consideration for degrees obtained and relevant prior experience.

Workdays and work hours for Preschool Teachers will be established annually by the School District.

Alternative Education Teachers (Advantage/Alternative High School)

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Alternative Education Teachers working 30 hours or more per week are eligible for single subscriber, 2-Person, or Full Family Priority Health PPO or HMO medical insurance coverage, subject to annual hard cap limits.

In addition to medical insurance coverage described above, Alternative Education Teachers working 30 hours or more per week are eligible for the following ancillary benefit programs:

- Dental Insurance: Delta Dental 100% Class I, 100% Class II, 50% Class III with annual max of \$1,200, 50% Class IV with \$700 lifetime max, 2 cleanings per year.
- Vision Insurance: VSP 3 Gold

Alternative Education Teachers are employed on an hourly basis as follows (pay range is 1.5% higher than 2016/2017):

Hourly Rate: \$20.27 to \$35.39 per hour

Salary placement for Alternative Education Teachers shall be determined by the Superintendent at the time of hire and may include consideration for degrees obtained and relevant prior experience.

Workdays and work hours for Alternative Education Teachers will be established annually by the School District.

Adult Education Staff

Adult Education Staff working 30 hours or more per week are eligible for single subscriber, 2-Person, or Full Family Priority Health PPO or HMO medical insurance coverage, subject to annual hard cap limits.

In addition to medical insurance coverage described above, Adult Education Staff working 30 hours or more per week are eligible for the following ancillary benefit programs:

- Dental Insurance: Delta Dental 100% Class I, 100% Class II, 50% Class III with annual max of \$1,200, 50% Class IV with \$700 lifetime max, 2 cleanings per year.
- Vision Insurance: VSP 3 Gold

Adult Education Staff are employed on an hourly basis as follows (pay range is 1.5% higher than 2016/2017):

- Part-Time or Non-Certified Staff \$19.67 to \$26.68 per hour
- Full-Time Certified Staff \$20.27 to \$27.49 per hour

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Salary placement for Adult Education Staff shall be determined by the Superintendent at the time of hire and may include consideration for degrees obtained and relevant prior experience.

Workdays and work hours for Adult Education Staff will be established annually by the School District.

Vendor Alternative Education Staff

Vendor Alternative Education Teachers working 40 hours or more per week are eligible for single subscriber, 2-Person, or Full Family Priority Health PPO or HMO medical insurance coverage, subject to annual hard cap limits.

The hourly pay rate for employees working at vendor alternative education programs is \$15.00 per hour.

Central Office Staff

Non-union Central Office Staff working 30 hours or more per week are eligible for single subscriber, 2-Person, or Full Family Priority Health PPO or HMO medical insurance coverage, subject to annual hard cap limits.

In addition to medical insurance coverage described above, Central Office Staff working 30 hours or more per week are eligible for the following ancillary benefit programs:

- Dental Insurance: Delta Dental 100% Class I, 100% Class II, 80% Class III with annual max of \$2,000, 80% Class IV with \$1,300 lifetime max, 2 cleanings per year.
- Vision Insurance: VSP 3 Gold
- Long-Term Disability Insurance: 66 2/3% of Salary, 180 Calendar Day Modified Fill, \$5,000 Max
- Life Insurance: \$40,000 Term Life Insurance (\$50,000 if not electing Medical), \$40,000 Accidental Death & Dismemberment (\$50,000 if not electing Medical), \$2,000 Spouse Life Insurance, \$2,000 Dependent Life Insurance
- \$2,000 payment in lieu of insurance if not electing Medical insurance coverage, paid annually in a lump sum payment in June.

Central Office Staff will be provided with paid vacation time according to the following schedule:

<u>Years of Service</u>	<u># of Days</u>
0 to 4 Years	10 Days
5 to 9 Years	15 Days
10 or More Years	20 Days

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Vacation requests must be approved in advance by the employee's immediate supervisor. Vacation time is expected to be used by June 30 of each year. Central Office Staff may carryover up to 10 unused vacation days to August 31, upon written approval from the Superintendent. The Superintendent may waive this maximum vacation carryover for extenuating circumstances on a case by case basis.

Unused sick time for Central Office Staff shall accumulate above 50 days. Upon retirement or death, Central Office Staff shall be paid one-half of their unused cumulative sick days up to a maximum of 60 full days of pay (up to 120 unused sick days). For every block of 25 days in excess of 120 cumulative sick days, Central Office Staff shall receive \$500. Payment for days in excess of 120 days that do not make up a 25 day block will be prorated accordingly.

Central Office Staff will be paid longevity according to the following schedule:

<u>Years of Service</u>	<u>Hourly Rate</u>	<u>Annual (2,080 Hours)</u>
20 or More Years	\$1.75	\$3,640.00