

# Select Handbook

Media & Technology  
Directors  
Business Office  
HR & Others



2025-2026

**OKEMOS PUBLIC SCHOOLS**  
**SELECT PERSONNEL BENEFIT SCHEDULE**  
 Full Time Employee - 40 Hrs Per Week

November, 2025

**Hospitalization Coverage - Full Family**

- Insurance Cap Language: Effective July 1, 2011 employees will pay 20% of the premium and the Board will pay 80% of the premium.
- The cost of the premium will be borne by the individual.
- Annuity Option - \$250 per month in lieu of hospitalization coverage
- Benefit year – July 1 through June 30
  - o WMHIP BC/BS Select 1- \$250/500 Deductible, \$20 Office Visit, \$10/\$40/\$40 Prescriptions (effective July 1, 2018)
  - o WMHIP BC/BS HDHP with HSA - \$1400/2800 Deductible, \$20 Office Visit, \$10/\$40/\$40 Prescriptions
  - o WMHIP BC/BS ACA Plan - \$3000/6000 Deductible, \$20 Office Visit, \$10/\$40/\$40 Prescriptions

**Dental Insurance - Full Family**

- 80% coverage with \$1,500 annual maximum
- Basic benefits - 2 visits each year: covers cleaning, x-rays, oral exams, fluoride
- Incentive Plan - benefits increase 10% per year to 100% provided employee visits the dentist for preventive treatment once in 12 months - failure to do so reverts policy back to 80% coverage (start Incentive Plan over)
- Major Services - 80% maximum coverage
- Orthodontics - 80% maximum coverage (\$1,500 lifetime maximum). An employee receiving cash in lieu of health, has an additional \$1500 on the maximum for children’s orthodontics.
- Benefit year - calendar year

**Vision Insurance - Full Family**

The Board will provide a Vision Care Program with internal and external coordination of benefits as follows:

<b>In Network</b>		<b>Out of Network</b>	
Examination	Up To 100%	Examination	\$75.00
Lenses Pair-SV	Up To 100%	Lenses Pair-SV	\$180.00
Lenses Bifocal or Progressive	Up To 100%	Lenses Bifocal or Progressive	\$190.00
Lenses Tri-focal	Up To 100%	Lenses Tri-focal	\$200.00
Frames	Up To 100%	Frames	\$80.00
Contacts	\$160	Contacts	\$160.00

Effective July 1, 2024, employees who choose a vision provider in the NVA Network may receive increased coverage and receive the benefit annually, rather than bi-annually. Coverage includes prescription sunglasses, gradient tints, photo gray lenses, blended lenses, and oversize lenses

For out-of-network providers: An employee requiring a vision examination every twelve (12) months for medical reasons will have a benefit of \$58 each year. A medical statement must be forwarded to the assistant superintendent to initiate this plan. The Program includes complete examination, prescription lenses and frames once every twenty-four (24) months. A change in prescription is necessary for the replacement of lenses and/or frames.

### **Life Insurance**

Equal to twice (2x) employee's annual salary

Beginning with the 2020-2021 school year, Directors in the Leadership Tier = Three (3x) employee's annual salary. Maximum \$400,000 benefit.

### **Long Term Disability**

66 2/3% of after-tax basic earnings - 90 days waiting period

### **Longevity Payments\***

### **2025-2026**

5-10 years experience	\$1227
11-14 years experience	\$1501
15-19 years experience	\$2151
20+ years experience	\$2481

\* Leadership tier listed below

### **Sick Leave\***

- Accumulates at rate of one day per month
- Maximum of 12 days annually, prorated if start date is after 7/1
- Unlimited accumulation

\* Leadership tier listed below.

### **Personal Business Days**

- 3 days annually non-accumulative, prorated if start date is after 7/1
- Cannot be used to extend vacations
- Unused personal business days will be added to employee's personal sick leave on July 1

### **Bereavement Leave**

3 paid days annually for family funerals

Non-accumulative

1 paid day annually for non-family funerals

### **Vacation Days\***

- Upon employment, 52 week employees will be granted 15 days of vacation with pay; prorated if start date is after 7/1
- On July 1 each year, one day per year shall be added to the vacation time to a maximum of 25 twenty-five days.
- Accumulated vacation days may never exceed twice the annual allotment.

\* Leadership tier listed below.

### **Immediate Family – Defined**

Immediate family includes the following: a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child; a grandparent; a grandchild; a biological, foster, or adopted sibling; or an individual related by blood to the employee.

## **Workers' Compensation** - Coverage for all employees

### **Mileage\***

Personnel using their own transportation for carrying out their responsibilities for the school system will be reimbursed at the IRS rate per mile. Documentation must be submitted to the Business Office prior to payment. \*Leadership Tier listed below.

### **Unpaid Leave of Absence**

Select employees may apply for unpaid leave of absence. Applications should be sent to the Director of Human Resources.

### **Association Membership**

Each select employee is encouraged to become a member of the professional association that is directly related to the employee's primary professional responsibilities. The cost of the membership will be paid by the Board and shall not exceed \$200 annually per employee.

### **Conference Attendance**

Release time is available for conference attendance subject to the prior approval of the immediate supervisor and the Superintendent.

### **Paid Holidays**

New Year's Eve Day

New Year's Day

Memorial Day

Presidents' Day

July 4th

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Eve Day

Christmas Day

Friday before Labor Day (if school is not in session)

Martin Luther King's Birthday

### **Retirement Pay**

Upon retirement, employees will receive:

- \$100 per year of service for ten to twenty years; \$150 per years of service for twenty-one or more years.
- After 10 years of service: 50% of daily rate for unused sick days to a maximum of 70 days.
- Vacation days paid at daily rate, (vacation days are prorated if retiring before June 30).
- Comp time paid out at hourly rate.
- Longevity pay, prorated based on # of months worked during the year

*Salaried select staff members will have their pay spread over 26 pay periods in biweekly installments. If a member's employment is terminated by either party or is on an unpaid leave of absence, and they have not worked their annual number of days, the member's compensation shall be prorated using total salary, total annual work days and actual number of days worked. Any adjustments shall be made in the final paycheck. The employee shall be responsible for adjustments owed to the district.*

### **Resignation Pay**

Upon resignation, employees will receive:

- Vacation days paid at daily rate, (vacation days are prorated if resigning before June 30).
- Comp time paid out at hourly rate.
- Longevity pay, prorated based on # of months worked during the year

*Salaried select staff members will have their pay spread over 26 pay periods in biweekly installments. If a member's employment is*

*terminated by either party or is on an unpaid leave of absence, and they have not worked their annual number of days, the member's compensation shall be prorated using total salary, total annual work days and actual number of days worked. Any adjustments shall be made in the final paycheck. The employee shall be responsible for adjustments owed to the district.*

**Service Pay**

Select employees completing twenty-four years of service within Okemos Public Schools will receive a one-time recognition stipend in the amount of \$300.

**Open Enrollment**

Open enrollment will be November 1 to November 30. At that time, you may make insurance coverage changes. You may also purchase additional/voluntary life insurance.

**Tuition Reimbursement**

Full reimbursement of tuition for one course per year will be granted only when the course has a direct professional relationship to the employee's job, is satisfactorily completed and is approved by the Superintendent or designee.

**Performance Review**

Each employee will be evaluated in writing once every three years by the immediate supervisor. A copy of the final review will be filed in the employee's personnel file. The performance review or evaluation process may include the establishment of goals/objectives and will seek to promote continuing dialogue between the parties.

**Select Personnel: Leadership Tier**

To more appropriately reflect the level of responsibility associated with district level leadership positions, specific benefits will be extended to the following positions: Executive Director of Finance, Director of Food Service, Director of Operations, Director of Media & Technology, Director of Transportation, Director of Diversity, Equity & Inclusion, and Director of Human Resources.

**Longevity payments**

**2025-2026**

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|--|--------|
| - Beginning with the 6 <sup>th</sup> year  | \$1500 |
| - Beginning with the 8 <sup>th</sup> year  | \$1763 |
| - Beginning with the 10 <sup>th</sup> year | \$3525 |

**Leadership Sick & Vacation**

Each Director in the Leadership Tier will be granted 90 Days of Sick with pay for the period of July 1<sup>st</sup> through June 30<sup>th</sup> (prorated by employment date) for personal or immediate family illness or injury. Beginning with the 2020-2021 school year, the Leadership Tier will be granted 30 Days of Vacation with pay for the period of July 1<sup>st</sup> through June 30<sup>th</sup> (prorated by employment date). Accumulated vacation days may never exceed twice the annual allotment.

**Responsibility Stipend**

In recognition of extra responsibilities required of each Director throughout the school year, the board of education agreed to specific amounts of additional compensation depending on the position. This compensation recognizes the administrators/director's extensive time commitment, access and availability beyond the work day. Beginning with the 2017-2018 school year, it will no longer be a separate payment, but instead added to the base salary.

**Mileage and Cell Phones**

The district will not reimburse director for mileage for travel within Ingham County. Nor will the district reimburse the director for a cell phone/data plan. It is at the discretion of the director to claim such items as business expenses when filing annual income tax forms.

For a director whose responsibilities involve meetings outside of the county, upon presentation of vouchers, mileage will be reimbursed at the current IRS rate.

The district will pay for the replacement of the Director's/Assistant Director's cell phone up to a maximum of \$600 if it becomes outdated or is no longer functioning under normal use. The phone will be replaced no more than once every two years. The cost of the phone must be pre-approved by the Superintendent or designee.

### **Select Positions**

The following is the list of positions that fall within the Select Staff category:

Staff Accountant  
Business Manager/Controller  
Executive Director of Finance  
Director of Diversity, Equity & Inclusion  
Communications Coordinator  
Payroll Coordinator  
Executive Assistant - Superintendent/Board  
Accounts Payable  
Administrative Assistant - Assistant Superintendent  
Director of Food Services & Nutrition  
Director of Operations  
Community Education Services Coordinator  
Sign Language Interpreter  
Desktop Technician I  
Director of Media & Technology  
Desktop Technician II  
Senior Systems Administrator  
Network Systems Administrator  
District Coordinator of Student Information Systems  
Telecommunications/Website Coordinator  
Senior Technician/Application Specialist  
Systems/Network Administrator  
Asst District Coordinator of Student Information Systems  
Kitchen Supervisor  
Food Service Coordinator  
Sr. Center/Community Ed  
Lead Fleet Mechanic  
Director of Transportation  
Assistant Mechanic  
HR Specialist  
Digital Communications Specialist  
Operations Coordinator  
Director of Human Resources

*If you have any questions regarding your benefits, please feel free to contact  
Rhianna Walworth at extension 5002.*