

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

April, 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:

| In Network | | Out of Network | |
|-------------------------------|------------|-------------------------------|----------|
| 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

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.

Workers' Compensation - Coverage for all employees

Bereavement Leave

3 paid days annually for family funerals

Non-accumulative

1 paid day annually for non-family funerals

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 th year | \$1500 |
| - Beginning with the 8 th year | \$1763 |
| - Beginning with the 10 th 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 1st through June 30th (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 1st through June 30th (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.

Educational Stipend

Each employee that has earned a doctorate shall receive a payment of \$1,400 per year.

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
Executive Director of Finance
Director of Diversity, Equity & Inclusion
Communications Coordinator
Payroll Coordinator
Exec. Asst. Superintendent
Accounts Payable
Executive Asst. 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

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| <p><i>If you have any questions regarding your benefits, please feel free to contact Rhianna Walworth at extension 5002.</i></p> |
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