



**PLYMOUTH-CANTON**

COMMUNITY SCHOOLS

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**NON-AFFILIATED  
FRINGE BENEFIT BOOKLET  
AND  
SALARY GUIDE  
2025-2026**

Updated 11/17/2025

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**NON-AFFILIATED EMPLOYEE BENEFIT GUIDE and  
SALARY SCHEDULE  
2025/26**

**I. FRINGE BENEFITS**

**A. Insurance**

1. Health Insurance.

The Plymouth-Canton Community Schools agrees to adhere to the hard cap provision set forth in PA152. The district will pay for health care expenditures each year not to exceed the hard cap limits set forth in PA152, for up to full family coverage for eligible family members. Employees who are insured through the district program will contribute the amount that exceeds the hard cap limit. These contributions will be payroll deducted. See *Appendix A*.

The Board reserves the right to select the insurance carrier, the third party administrator and to bid the prescription drug rider. Open enrollment will be determined by the District.

2. Life Insurance

\$50,000 Life insurance policy will be provided by the Plymouth-Canton Community Schools Board of Education by a carrier of their designation, including double indemnity for accidental death.

3. Long Term Disability

The Plymouth-Canton Community Schools Board of Education shall pay the cost of Long Term Disability Insurance.

4. Dental Insurance

Plymouth-Canton Community Schools' Board of Education shall pay the cost of dental coverage up to full family coverage. See *Appendix A*.

5. Vision Insurance

Plymouth-Canton Community Schools' Board of Education shall pay the cost of Plan II Vision Insurance. See *Appendix A*.

6. Flexible Spending Account

Plymouth-Canton Community Schools Board of Education shall pay the administrative cost of employees who wish to participate in the FSA. The District will determine open enrollment.

## 7. Voluntary Benefits

Employees will be offered short-term disability insurance coverage on a voluntary basis. If the employee chooses to enroll in any of these voluntary benefits the District will payroll deduct the premiums on a post-tax basis.

### ***B. Sick Days and Personal Business Days***

Each non-affiliated employee shall be allowed to accumulate one (1) day per month for illness and/or personal business during the first five years of employment. Provided, however, that said non-affiliated employee who has had at least five (5) years experience in the Plymouth-Canton Community Schools shall be allowed to accumulate sick and/or personal business days at the rate of fifteen (15) days per contract year.

The sick days and Personal Business Days will remain the same as they have been in the past. Although the language remains the same, the district has the expectation that sick days will be used for personal illness, family illness, making arrangements for care of immediate family members, bereavement, etc.

Personal Business Days are provided for employees to attend to personal business that employees may encounter that normally cannot be met outside of the work day. Examples of such events may include such things as closing on a house, graduations, marriages, etc. Personal days are not intended for casual or indiscriminate use. Days falling into these categories should be taken as vacation days.

1. Employees may utilize available vacation, personal, and sick leave in the following increments, subject to supervisor approval and operational needs of the District:
  - a. Full-day increments
  - b. Half-day increments
  - c. Two-hour increments (quarter-day)
2. Leave requests must be submitted in Frontline. The District reserves the right to deny leave requests that would create operational or staffing challenges.

### **C. Non-Affiliated Catastrophic Bank**

Beginning with the 2022-2023 contract year, the sick/personal business days of Non-Affiliated staff members who retire or resign from Plymouth-Canton Community Schools will be donated to the Non-Affiliated Catastrophic Bank.

1. A catastrophic bank committee will govern the use of the bank. The committee will consist of the Chief Human Resource Officer, the Employee Benefits Supervisor and two (2) individuals from the Non-Affiliated group appointed by the Chief Human Resource Officer. The committee will convene whenever a request is received by the Employee Benefits Supervisor in writing by a Non-Affiliated employee. A majority of the committee must approve all use of bank days. The decision of the committee shall be final.
2. Days from the bank will be available for illness of Non-Affiliated employees only. Requests for family illness, bereavement, etc. will be denied. Requests will be considered for catastrophic situations which are sudden, unexpected, and of a long term nature. The bank is not intended to remove the obligation and expectation that sick leave is to be used only as needed and the Non-Affiliated employee must be accountable for the amount of sick time her/she may have accumulated.
3. The committee will consider requests for use of the bank provided:
  - The personal sick leave accumulation and the thirty (30) day emergency day bank will be exhausted.
  - Use of the bank days will cease when the Non-Affiliated employee becomes eligible for Long Term Disability coverage (LTD).

### **D. Holidays**

The following Holidays shall be granted to all non-affiliated employees who work more than 200 days:

Fourth of July	Christmas Day
Labor Day	New Year's Eve Day
Thanksgiving Day	New Year's Day
Friday after Thanksgiving	MLK Day
Christmas Eve Day	Memorial Day

### **E. Retirement Allowance**

Retirement payment of one hundred dollars (\$100) per year of service, up to thirty (30) years, shall be paid upon retirement, provided the non-affiliated employee shall have been employed in the Plymouth-Canton Community Schools for at least ten (10) years and is eligible and has made application for Michigan School Employees' Retirement Fund Benefits. Payment will be made upon evidence that application has been made with reasonable assurance that the retiring non-affiliated employee qualifies.

In addition, the District will continue to pay the \$7,500 retirement supplement to those employees who meet the retirement eligibility mentioned in this paragraph.

**F. 403(b) Special Pay Plan**

Plymouth-Canton Community Schools, the employer, has adopted a 403(b) special pay plan. Therefore, the following items currently in the Master Agreement, voluntary retirement compensations, retirement allowance, and any other “special pays” (tax qualified and retirement severance pays) will be paid through Plymouth-Canton Community Schools 403(b) Special Pay Plan.

**G. Longevity**

1. At the beginning of the 10th year of employment with the Plymouth-Canton Community Schools, a non-affiliated employee will be paid an additional \$1,250.00 annually through the 14th year. And thereafter shall be paid on the following schedule.

15<sup>th</sup> through 19<sup>th</sup> - \$1,500  
20<sup>th</sup> through 24<sup>th</sup> - \$1,750  
25<sup>th</sup> through 29<sup>th</sup> - \$2,000  
30<sup>th</sup> through 34<sup>th</sup> - \$2,250  
35<sup>th</sup> through 40<sup>th</sup> - \$2,500

**H. Supplemental Fringe**

Effective July 1, 1995 each non-affiliated employee will be allocated the following supplemental fringe benefits:

1. \$200 for professional dues
2. \$500 cash or TSA – Paid second paycheck in October

Employees who leave during the year will have their supplemental fringe amount prorated.

**I. Educational Level Credit**

1. Educational Level Credit: This provision shall apply for those non-affiliated administrative positions, which require an advanced degree from a college or university. Upon application and verification (Official Transcripts) an individual administrator, who has obtained an advanced degree, shall be eligible to receive a yearly, lump sum payments as follows:

MA + 30 = 1.5% of salary (30 credits earned after date of masters degree)  
Specialist = 1.5% of salary  
Ph.D./Ed.D. = 2% of salary

Verification must be received no later than October 1st of the initial year of eligibility. Eligible payments will be made the first pay of November each year.

Employees who leave during the year will have their educational credit payment prorated.

**J. Christmas - New Year's Break**

For 260-day employees, the days during the Christmas and New Year's break when school is not in session shall be additional days off and shall not be charged as vacation time.

**K. Vacation Time**

Beginning July 1, 2018, 44-52 week employees will be granted vacation on July 1 each year as follows: 20 days.

In years with 261 or more work days, employees may elect to take an additional unpaid day/s with pre approval from the supervisor.

Recognizing that for different positions and responsibilities there may be critical times of the year for an employee to be at work. Accordingly, the work schedule will be determined by the Board.

Employees who leave during the year will have their paid vacation time prorated.

Employees working less than 44 weeks will not receive vacation days.

The employee must make every effort to schedule and use vacation time throughout the year, which includes submitting a work calendar to their immediate supervisor and Human Resources.

The 200 day positions, which include Dean of Student Support, Student Success Specialists, Money Counter and Family Engagement Liasion will not receive paid vacation time. These positions will have a set calendar which is the same as P-CEA (teacher) members, plus additional days before and after their schedule to total 200 work days,

**L. Vacation Carryover**

Employees will be allowed to carry up to five (5) unused vacation days into the next contract year.

The above does not apply to staff members who retire/resign as of June 30<sup>th</sup>.

All days should be used by June 30<sup>th</sup>; there is no payout of unused vacation time.

**M. Step Increases**

If a step increase is approved by the Board of Education, an employee must be a member of the non-affiliated group prior to January 1 to receive the step increase.

Special consideration will be given to employees who served in their position on an interim basis prior to January 1.

**N. Mileage**

Monthly mileage stipend (if applicable) is for miles traveled within the district. Travel outside the district will be reimbursed based on IRS rates and guidelines. Proper documentation must be submitted to accounts payable in a timely manner.

## **II. GRIEVANCE PROCEDURE**

A grievance is a complaint submitted in writing alleging a violation, misinterpretation, or misapplication of any of the responsibilities assigned to the non-affiliated employee.

All documents, communications and records dealing with the processing of a grievance, shall be filed separately from the personnel file of the non-affiliated employee.

The non-affiliated employee shall have the right to know who has initiated the grievance and shall be permitted to examine all documents connected with the grievance process.

The processing of a grievance shall be within reasonable time sequence and all steps shall be offered to the non-affiliated employee.

Every efforts shall be made to resolve the grievance at the time of its inception. If the formal steps are to be taken, they shall be as follows:

- A. First, the non-affiliated employee will meet with the immediate supervisor in order to correct or resolve the grievance.
- B. If not resolved at the first level with the immediate supervisor, then where applicable, a meeting will be held with the Assistant Superintendent for Human Resources.
- C. If not resolved, then with the Assistant Superintendent's knowledge, the grievance will be sent to the Superintendent of Schools determination or resolution.
- D. If still not resolved, then with the Superintendent's knowledge, the grievance will be sent to the Plymouth-Canton Community Schools' Board of Education, where at least three members of the Board of Education shall make a final determination.

At all levels the non-affiliated employee, with whom the grievance is pending, shall receive appropriate assistance in correcting the procedure or process which has caused the grievance to occur.

## **III. EMPLOYMENT SECURITY**

Notwithstanding that non-affiliated employees are "employees at will", each non-affiliated employee employed by the Plymouth-Canton Community Schools in a non-affiliated administrative, supervisory, or support capacity for the school year shall be given one-year individual contract, unless amended by specific written notice of the Superintendent or his/her designee. In the event a non-affiliated employee's contract is not renewed for the subsequent year, the Plymouth-Canton Community Schools' Board of Education will guarantee due process procedures, including but not limited to the following procedures:

- A. Conferences shall be held between the non-affiliated employee and his/her immediate supervisor dealing with the clearly identified inadequacies. Written records shall be kept of those conferences.
- B. If the problem persists, a formal warning shall be issued to the non-affiliated employee that contains his/her specific inadequacies in writing, with appropriate timelines for improvement as determined by the supervisor and the Assistant Superintendent for Human Resources or the Superintendent or his/her designee.
- C. If the problem still persists, a formal review of the involved non-affiliated employee's performance shall be written and presented to him/her at a subsequent conference, at which time the involved non-affiliated employee, at his/her option, may be accompanied by a representative or legal counsel.
- D. At his/her option, the non-affiliated employee shall be granted a meeting with the Superintendent to discuss the matter, if the Superintendent is not the employee's immediate supervisor. At that meeting, the employee may be accompanied by his/her representative or legal counsel.

If the need arises to discipline, demote or terminate a non-affiliated employee, the Plymouth-Canton Community Schools' Board of Education agrees to follow the process of progressive discipline as indicated in items A through E, if applicable by process or legal requirements.

#### **IV. MISCELLANEOUS**

- A. New and/or open non-affiliated administrative, supervisory or support positions shall be posted and described prior to appointment. All such appointments shall be made by the Plymouth-Canton Community Schools' Board of Education upon the recommendation of the Superintendent of Schools.
- B. It is the desire of the Plymouth-Canton Community Schools' Board of Education to implement a formative evaluation process, composed of goal setting and supplemented by the M.B.R. (Management by Results) System. It is the desire of the Plymouth-Canton Community Schools' Board of Education that the members covered by this Agreement be aware of the non-affiliated employee evaluation procedure, consistent annual goal setting in conjunction with the M.B.R. System.

Each employee covered by this Agreement will work in conjunction with their immediate supervisor to establish job activities, goals, objectives and measurable result areas on a yearly basis.

- C. The Plymouth-Canton Community Schools' Board of Education, upon the recommendation of the Superintendent, may award a contract in the following manner:
  - 1. Finish present contract
  - 2. One-year non-probationary contract.
  - 3. Two-year non-probationary contract as determined by the recommendation of the Superintendent.
  - 4. One-year probationary contract, offered separately during the first two years of employment.

D. A new employee hired prior to January 1 of an effective schedule rate increase will proceed to the next step of the salary schedule. An employee hired after January 1, will not proceed to the next step until the following effective schedule rate increase.

**2025/26 NON-AFFILIATED SALARY SCHEDULE**  
**2.8% increase on steps**  
**Step increase July 1, 2025**

Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
14	139,784	144,676	149,740	154,981	160,405	166,019	171,830	177,844
13	124,252	128,600	133,101	137,760	142,582	147,572	152,737	158,083
12	119,914	125,083	130,252	135,420	140,589	145,758	150,927	156,096
11	110,446	114,311	118,312	122,453	126,739	131,175	135,766	141,598
10	98,174	101,610	105,167	108,847	112,657	116,600	120,681	124,905
9	90,261	94,471	98,682	102,891	107,101	111,311	115,522	119,731
8	77,570	80,285	83,095	86,003	89,013	92,128	95,353	100,111
7	65,792	69,215	72,637	76,061	79,483	82,906	86,328	89,752
6	62,708	66,281	69,856	73,429	77,003	80,577	84,151	87,754
5	61,290	63,435	65,655	67,953	70,331	72,793	75,341	77,978
4	54,480	56,386	58,360	60,403	62,517	64,705	66,969	69,313
3	48,426	50,121	51,876	53,691	55,570	57,515	59,528	61,612
2	45,198	46,989	48,781	50,571	52,362	54,154	55,945	57,736
1	41,120	42,588	44,057	45,525	46,994	48,462	49,931	51,400

<b>GRADE</b>	<b>NON-AFFILIATED POSITION LIST AND GRADE LEVEL</b>
14	Chief Academic Officer
14	Chief Finance and Operations Officer
14	Chief Human Resources Officer
13	Assistant Superintendent, Student Services
13	Assistant Superintendent, Student and Family Engagement
12	Executive Director, Elementary Education
12	Executive Director, Middle School Education and PreK-12 Student Support Systems
12	Executive Director, High School Education
12	Executive Director, Human Resources
12	Executive Director, Finance and Accounting
12	Executive Director of Curriculum
12	Executive Director Specialized Services
12	Executive Director, Integrated Technology Systems
11	Director, School Safety and Security
11	Director of Data, Assessment, Research, and Evaluation

11	Director, Capital Programs and Facilities
11	Director of Integrated Technology Systems
11	Director, State & Federal Programs and School Improvement
10	Director, Operations
10	Associate Director of Finance and Accounting
10	Director of Food and Nutrition
9	Mental Health Specialist
9	Compliance Manager Special Education
9	Virtual Academy Coordinator
9	Early Middle College & Post Secondary Education Curriculum
9	Security Supervisor (Safety & Security Manager)
9	Nurse Manager
9	Facilities Manager
8	Technology Integration Specialist
8	Nurse Specialist
8	Assistant Director, Marketing and Promotion
8	Assistant Director, Human Resources
8	Assistant Director of Benefits
7	Network and Data Security Administrator
7	Application Systems Administrator
7	Network Coordinator
7	Assistant Director of Food/Nutrition
6	Grant Finance and Compliance Manager
6	Executive Assistant to Superintendent and Board of Education
6	Dean of Students - High School
6	Dean of Student Support - Middle School
6	Elementary Student Success Specialist
6	Security and Technology Access Coordinator
6	Technical Coordinator - Pupil Accounting
6	Technical Coordinator - PCCS Data Services
6	School Safety K9 Handler
6	Payroll Supervisor/Accounts Payable & Billing Supervisor
6	Dietician Coordinator (moved to grade 6 2025/26)
5	Coordinator, Employment
5	Coordinator, Billing Office
5	Coordinator, Purchasing
5	Station Manager WSDP
5	Community Education Coordinator
5	Data and Assessment Coordinator
5	Extended Day Programs Coordinator
5	Food Service Coordinator

5	Human Resources Coordinator
4	Executive Assistant, Special Education
4	Executive Assistant, Human Resources
4	Executive Assistant, Student Services
4	Executive Assistant, Teaching and Learning
4	Executive Assistant, Business Services
4	PCEP Scheduler
4	Specialized Services Finance Administrative Assistant (Administrative Assistant, Special Education)
4	Nutrition Finance & Administration Specialist (added 25/26)
4	Family Engagement Liasion (added 25/26)
4	Accounting Specialist - Payroll (upgraded to grade 4 25/26)
4	Assistant Radio Station Manager
3	PCEP Registrar
3	Facilities Scheduler
3	Starkweather Registrar
3	PCCS Registrar
2	Computer Technician
1	Auditorium Manager
1	Accounting Specialist - Accounts Payable

## APPENDIX A – BENEFIT SUMMARY SHEET

Eligibility Period: None

### HEALTH INSURANCE

**Company:** Blue Cross Blue Shield PPO & Blue Care Network HMO  
**Telephone:** 1-800-637-2227 (claims & I.D. cards)  
**Internet address:** www.bcbsm.com  
**Outside of Michigan:** 1-800-810-BLUE (to locate an out of state provider)  
**Group/Suffix:** 007010262

#### (SEE ATTACHED SHEET FOR PLAN CHOICES)

**Effective:** End of eligibility period  
**Employee Cost:** Amount above hard cap set by PA 152  
**Open Enrollment:** May to be effective September 1  
(Only time to enroll or add dependents if not done at the time of the event)  
**Benefit Year:** January – December

### DENTAL INSURANCE

**Company:** BCBS Blue Dental PPO (www.mibluedentist.com)  
**Telephone:** 1-888-826-8152  
**Group:** #71757

**Open Enrollment:** May to be effective September 1  
(Only time to enroll or add dependents, if not done at the time of the event.)

**Effective:** 1st of the month after date of hire

**Benefit:**

**COB Sufficing**

1. 100/90% without other coverage
2. 50% with other coverage

\$2,000 annual max  
\$2,000 lifetime ortho max, with a \$50 deductible

**Benefit year:** January – December

### LIFE INSURANCE

**Company:** CIGNA  
**Group:** FLX963665 Class 1  
**Effective:** Date of hire

**BENEFITS:** \$50,000 Term Life  
\$50,000 AD&D

### LONG TERM DISABILITY

**Company:** CIGNA  
**Group:** LK62601- Class 12  
**Effective:** 1st of the month after date of hire

**BENEFITS:** 90 calendar day qualifying period  
66 2/3% of monthly salary, \$7,000 mo. max

## FLEXIBLE SPENDING ACCOUNT

Company: HealthEquity  
Telephone: 1-866-346-5800

## ADMINISTRATIVE SUPPLEMENTAL FRINGE

\$200 for Professional dues.  
\$500 cash or TSA

## VISION INSURANCE

Company: NVA (National Vision Administrators)  
Telephone: 1-800-672-7723  
Group: #8662  
Open Enrollment: May to be effective September 1  
(One time to enroll or add dependents, if not done at the time of the event.)  
Effective: 1st of the month after date of hire

### BENEFITS

	<u>IN-NETWORK</u>	<u>OUT-OF-NETWORK</u>
EXAM	Covered 100%	Up to \$48
LENSES	Standard Glass or Plastic Covered 100%	Single Vision Up to \$63 Bi-Focal Up to \$72 Tri-Focal Up to \$90 Lenticular Up to \$110
LENS OPTIONS	Progressives (Standard) 100% Progressives (Premium) 100%	N/A N/A
FRAME	Covered up to \$44 (20% off remaining balance over \$44 allowance)	Up to \$44
CONTACT LENSES	Up to \$150 Retail Allowance (15% discount (Conventional) or 10% discount (Disposable) off remaining balance over \$150)	Up to \$150

Benefit year: January - December

## EMPLOYEE ASSISTANCE PROGRAM

Company: ULLIANCE  
Telephone: 1-8005-448-8326

## FINANCIAL ASSISTANCE PROGRAM

Company: Your Money Line  
Telephone: 1-833-890-4077  
[yourmoneyline.com/pccsk12](http://yourmoneyline.com/pccsk12)