

**Certified Occupational Therapy Assistant (COTA),
And Physical Therapy Assistant (PTA)
Salary Schedule 2022-2025**

1. Salary Schedule (185 work days contract - School Year Schedule)

| 2022-2023 5.0% | | 2023-2024 3.0% | | 2024-2025 2.0% | |
|-------------------|--------|-------------------|--------|-------------------|--------|
| Step | Salary | Step | Salary | Step | Salary |
| 0 | None | 0 | None | 0 | None |
| 1 | None | 1 | None | 1 | None |
| 2 | None | 2 | None | 2 | None |
| 3 | 31,836 | 3 | 32,791 | 3 | 33,447 |
| 4 | 33,391 | 4 | 34,393 | 4 | 35,081 |
| 5 | 34,948 | 5 | 35,996 | 5 | 36,716 |
| 6 | 36,505 | 6 | 37,600 | 6 | 38,352 |
| 7 | 38,064 | 7 | 39,206 | 7 | 39,990 |
| 8 | 39,613 | 8 | 40,801 | 8 | 41,617 |
| 9 | 41,163 | 9 | 42,398 | 9 | 43,246 |
| 10 | 42,713 | 10 | 43,994 | 10 | 44,874 |
| 11 | 44,261 | 11 | 45,589 | 11 | 46,501 |
| 12 | 45,813 | 12 | 47,187 | 12 | 48,131 |
| 13 | 46,534 | 13 | 47,930 | 13 | 48,889 |
| 14 | 47,465 | 14 | 48,889 | 14 | 49,867 |
| 15 | 48,414 | 15 | 49,866 | 15 | 50,863 |

Continuing with the 2022-25 school year advancement on the COTA/PTA Salary Schedule will be as follows:

| <u>Days Worked</u> | <u>Salary Advancement</u> |
|--------------------|---------------------------|
| 0 - 60 | 0 Step |
| 61 - 120 | 1/2 Step |
| 121 - 187 | Full Step |

- The workweek will consist of 35 to 37 hours, not including lunch, to equal no less than 7 hours per day. The general work schedule will be approved by the program supervisor and the department head or superintendent. The general work schedules shall be reviewed by staff and supervisors within the first month of school and/or when changes in transportation or when local district schedules and days/hours changes necessitate. Occasional additional work time for meetings, reports, etc. are viewed as part of the job (salary).
- The annual salary will be paid in regular, semi-monthly installments, commencing with the first pay in September and continue through the second pay in June. This will normally result in twenty (20) pay periods each school year.

Employees may, consistent with I.R.S. regulations, elect to receive their annual salary over twenty-four (24) equal, semi-monthly payments. Forms will be provided for this option. Currently this requires a written, irrevocable election for 24 pays, submitted prior to the start of the school year. The District may require this election be submitted by a date certain to allow adequate time to set up the payroll for processing. The election will need to renew annually.

4. The fringe benefits are as follows.

- a. Sick Leave - (Eight (8) sick days granted for regular full-time school year employees. Unused sick leave shall be accumulated to a maximum of 130 days.) These days will be added at the beginning of the year, but in the case of a staff member leaving employment at some point during the school year, granted days will be pro-rated. If the full eight days were used, in the last pay of the staff member who is leaving, payroll will calculate the amount owed to the District by the staff member and reduce last pay check or remove from allocated sick bank by that amount. Sick leave shall be calculated on an eight (8) hour day.
- b. Five (5) days per year, may be used for personal business, which cannot be conducted outside of the regular school day. Unused personal business days will revert into employee's sick leave bank the following school year. If the full five days were used, in the last pay of the staff member who is leaving, payroll will calculate the amount owed to the District by the staff member and reduce last pay check or remove from allocated sick bank by that amount. Sick leave shall be calculated on an eight (8) hour day.

Personal business leave shall not be scheduled for use on more than two (2) consecutive school days (Friday and Monday are considered consecutive days), unless related to a medical condition. Requests for personal leave shall be approved by the immediate supervisor, and except in cases of emergency, not less than 48 hours in advance.

Personal business leave days will not be allowed for: Days preceding or following holidays, or vacations (Exceptions: Emergencies or situations not intended to extend holidays or vacations). Personnel business days shall be scheduled at a time when this will not interfere with or hamper normal operations of the Intermediate School District. Personnel business days are to be arranged with and approved by the Department Supervisors.

c. **Insurance Protection**

The district shall provide a mutually agreed upon health insurance package in total compliance with PA 152. The district shall pay the current hard cap amounts as determined by law.

The district shall provide without cost to the employee dental, vision, life, AD&D and LTD insurance coverage.

For employees not selecting a health insurance plan the district will provide without cost to the employee dental, vision, life, AD& D and LTD insurance coverage.

For employees not electing health insurance, the Board will contribute three hundred dollars (\$350.00) per month Cash Option through a Section 125 Plan of the Internal Revenue Code. Proof of other insurance coverage must be provided in order to receive in cash-in-lieu.

Staff who are on an unpaid leave of absence resulting in more than two consecutive (2) weeks, will be moved to COBRA until such time they return to work full time from leave of absence.

Part-time employees working one-half time or more shall be eligible for a prorated amount to be applied toward an insurance benefit package. Premium cost in excess of the prorated amount will be collected by payroll deduction.

Link to Munetrix and then click on "Employer Sponsored Health Care Plans" to view available coverage.

<https://secure.munetrix.com/n/Michigan/Schools/WCR/Montcalm-Area-ISD>

- d. The Board proposes an Employer paid contributory annuity in the amount of one percent (1.0%) of the certified employee's gross contractual salary. The annuity will be paid into an existing and approved ISD annuity of the certified employee's choice, provided that the certified employee has contributed at least one percent (1%) him/herself into that plan. The total employer paid matching contribution shall not exceed one percent (1.0%). The Employer shall contribute to the plan in the last pay period of the fiscal year.
5. Generally, the COTA/PTA, personnel will follow ISD policy as developed for certified staff employees.