

Montcalm Area Intermediate School District
Educational Interpreters
Salary Schedule 2024-2025

Educational Interpreters are listed on students' Individualized Education Plans (IEPs). Educational interpreting is so much more than simply conveying each word that the teacher says. Interpreters must convey the meaning of what someone is saying. What a person is intending to say may be more important than the exact words he/she uses.

The interpreter must make appropriate use of affect, body language and facial grammar to emphasize these distinctions.

The attitudes and points of view of the teacher and peers are essential to many domains of development, including linguistic, cognitive, and social.

Salary Schedule

<u>Step</u>	<u>EIPA</u> Hourly Rate	<u>184 days</u>
1	\$28.53	\$36,758
2	\$29.61	\$38,147
3	\$30.71	\$39,556
4	\$31.80	\$40,961
5	\$32.88	\$42,350
6	\$33.98	\$43,772

Continuing with the 2024-2025 school year advancement on the Interpreter Salary Schedule will be as follows:

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

An Interpreter who obtains an EIPA of 4.0 or greater after becoming employed and works as an Educational Interpreter will be paid a one-time \$500.00 stipend to be paid six (6) months after receiving their EIPA of 4.0 or greater.

2. Work Day

- a. The normal work day is approximately 7.25 hours daily. Any hours in addition to the hours set by the Supervisor at the onset of each school year must have prior written approval by the program Supervisor. This includes all extra-curricular student activities.
- b. Regularly scheduled work days/week will be established on the second week of school each school year, for each position. The Interpreter and Supervisor will sign the **Assigned Work Hours** form and return it to the Business Office. (A new **Assigned Work Hours** form must be completed by the Interpreter and Supervisor and approved by the Director of Special Education if changes are to be made to work hours at other times throughout the year.)

- c. Staff will work their regularly scheduled hours. If, due to student absence, an Interpreter is not needed for their normal job duties on a particular day, the Interpreter will be assigned other duties, including covering for another Interpreter, preparation of material for students who are hearing impaired, professional development activities, or assigned where needed within the ISD; determination of appropriate tasks will be made by the Supervisor. If a student is absent for three days in a week the Supervisor should be notified on the next absence so that a decision can be made regarding job duties for any additional days of absence.
3. The fringe benefits are as follows.
- a. School year employees (ten month) will earn ten (10) sick days on the first work day of school every year. Unused sick leave may be accumulated.
 - b. Health Insurance - Board will pick up the cost of insurance over summer months or traditional summer vacation period for full-time employees (see 2. a. above).

c. Insurance Benefits

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 forty-five dollars (\$350) per month Cash Option through a Section 125 Plan in compliance with IRS Code.

- 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.
- e. Personal Business Leave - Employees will be allowed 2 days for personal business. Personal business days will not be allowed for days preceding or following holidays or vacations (except in emergency situations). Personal business days shall be scheduled at a time when this will not interfere with or hamper normal operations of the Intermediate School District. Requests for use of a personal business day must, except in case of emergency, be made to the Superintendent or his/her designee in writing at least two (2) work days prior to the requested leave date.

4. Professional Development

- a. The Interpreter will be provided reimbursement for professional development activities that have been pre-approved by the Supervisor and that align with the district strategic plan, school improvement plans, staff needs, or program needs. Interpreters are expected to regularly and actively participate in activities that will improve their skill level as Educational Interpreters.
- b. Interpreters will be reimbursed for up to one EIPA evaluation annually. Testing dates will be considered Professional Development days (1 per year) and should be reported as such in ASEOP.
- c. It is the responsibility of the interpreter to submit proof of EIPA and BEI status annually to the Associate Superintendent of Special Education.
- d. MAISD needs qualified and experienced personnel to provide leadership and instruction in the area of special education and recognizes that some existing support staff members exhibit those abilities. In an effort to support those individuals in furthering their advancement and professional growth the board shall establish a pool of funds not to exceed \$10,000 for purposes of providing financial support for those individuals seeking professional growth. The intent of this language is to assist support staff members in becoming a certified teacher or obtaining additional certification and/or endorsement. To become eligible for reimbursement the following conditions must be met.
 - A. The college classes or training are pre-approved by the immediate supervisor and Superintendent.
 - B. The college classes or training will benefit the employee in their current or future role with MAISD as determined by administration.
 - C. Once approved, the employee must provide written verification of completion and/or receipt of at least a 3.0 grade in the class.
 - D. Reimbursement for all bargaining unit members combined under this provision shall not exceed \$10,000 in any given fiscal year. If all reimbursement requests exceed this number then they will be pro-rated based on a percentage of total costs applied to the \$10,000 cap.
 - E. Requests received and approved by May 1 for classes that end within the current fiscal year (June 30) will be included in the cap calculation for that year. Requests received after May 1 and classes that end after the fiscal year (June 30) will be included in the cap calculation for the next fiscal year.
 - F. Eligible costs are specific to tuition of enrolled course(s). (excluded are books, technology fees, student service fees, education program fees, any other fees associated with college enrollment). Reimbursement is specific to course tuition paid out of pocket. Awards, refunds, relief funds, pell grant, etc. are not reimbursable and will be deducted from reimbursable charges.

5. Attendance Bonus

The Board of Education and the Association recognize the need for necessary sick and personal day usage by members. The parties also recognize that it benefits students and staff if the utilization of these days is minimized. Based on this understanding, the parties agree to an attendance bonus.

Staff that have taken three (3) or fewer sick/personal/unpaid days off in a given school year, will receive \$1,000.00 off salary schedule payment at the end of the year. Staff that have taken five (5) or fewer sick/personal/unpaid days off in a given year, will receive \$500.00 off salary schedule payment at the end of the year. Those that use more than five (5) days will not be eligible for attendance bonus. Bereavement, Mandatory COVID Quarantine (PCR results provided to employer for verification*), Worker Compensation and Jury Duty absences are exempt. *Mandated language and current COVID guidelines to be reviewed on an annual basis, prior to July 1 of each school year.

This attendance bonus will be paid on the first pay date in August. The parties agree that this bonus is an increase over the normal pay schedule and is considered Non Reportable Compensation under the Michigan Office of Retirement Service rules and regulations.

Attendance Bonus will be revisited at the end of the 2022-2023 school year, prior to June 30.

6. Staff that have more than sixty (60) days of paid sick/personal leave may sell up to five (5) unused sick days at the end of each school year as long as the bank does not drop below (60) days.

Each paid leave day value will equal their daily pay.

Staff will notify the Business Office in writing of their decision to sell the unused paid leave days by June 1st of the calendar year. Requests must be received in writing or will not be accepted. Requests received after June 1st will not be accepted. (Form available online)

If employee elects to sell back five (5) unused sick/personal days, this will be paid on the first pay date in August. The parties agree that this is an increase over the normal pay schedule and is considered Non Reportable Compensation under the Michigan Office of Retirement Service rules and regulations.

7. Legal Requirements of Educational Interpreters

- a. MAISD intends to employ highly qualified educational interpreters as specified by state and federal regulations. MAISD educational interpreters must obtain appropriate certification as specified by current state legislation.

8. Interpreter personnel will follow the ISD policy and negotiated contract for support staff employees as it relates to other identified benefits.