

**Montcalm Area Intermediate School District**  
**Educational Interpreters**  
**Salary Schedules**  
**2025-2026**  
**2026-2027**  
**2027-2028**

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.

**A. Salary Schedules:**

**2025-2026- 5.5% Base Increase-3% Step Adjustment**

<u>Step</u>	<u>Hourly Rate</u>	<u>185 days/7.25 Hours per Day</u>
1	\$30.10	\$40,372
2	\$31.00	\$41,579
3	\$31.93	\$42,826
4	\$32.89	\$44,114
5	\$33.88	\$45,442
6	\$34.89	\$46,796

**2026-2027- 3.5% Base Increase**

<u>Step</u>	<u>Hourly Rate</u>	<u>185 days/7.25 Hours per Day</u>
1	\$31.15	\$41,780
2	\$32.09	\$43,041
3	\$33.05	\$44,328
4	\$34.04	\$45,656
5	\$35.06	\$47,024
6	\$36.12	\$48,446

**2027-2028- 3.5% Base Increase**

<u>Step</u>	<u>Hourly Rate</u>	<u>185 days/7.25 Hours per Day</u>
1	\$32.24	\$43,242
2	\$33.21	\$44,543
3	\$34.20	\$45,871
4	\$35.23	\$47,252
5	\$36.30	\$48,687
6	\$37.38	\$50,136

- School year advancement on the Interpreter 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

## **B. Other Compensation**

### **1. Annuity**

The Board proposes an Employer paid contributory annuity in the amount of one percent (1%) of the support staff employee's gross annual wage. The annuity will be paid into an existing and approved ISD annuity of the support staff employee's choice, provided that the support staff 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%). The Employer shall contribute to the plan for each pay period of the fiscal year.

### **2. Retention Bonus**

Employees will receive a retention bonus based on the chart below, paid by the second pay in August, with the following stipulations:

- a. The employee does not have **any** unpaid absences for their scheduled work time from July 1st through June 30th. (No Exceptions.)
- b. If the employee ends employment with MAISD and does not work their full schedule from July 1 to June 30th.
- c. If an employee starts after July 1st, their amount will be prorated based on the amount of time they worked through June 30th.

<b>Continuous MAISD Service</b>	<b>Amount</b>
0-.99 years	Prorated - \$1,000
1-9.99 years	\$1,000
10-14.99 years	\$1,500
15-19.99 years	\$2,000
20+ years	\$2,500

### **3. EIPA Stipend**

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

### **4. Sick Day Buy Back**

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 sixty (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 1<sup>st</sup> of the calendar year. Requests must be received in writing or will not be accepted. Requests received after June 1<sup>st</sup> 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.

**C. Workday**

1. The normal workday is 7.25 hours daily Monday through Friday. 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 extracurricular student activities.
2. Regularly scheduled workdays/week will be established on the second week of school each school year. 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 Associate Superintendent of Special Education if changes are to be made to work hours at other times throughout the year.)
3. 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.

**D. Sick Leave**

1. Interpreters will be granted eleven (11) sick days on July 1 of school every year. Interpreters will not be granted or be able to use sick leave days when working during the summer months, with the exception of programs following the year-round calendar.

Assigned hours are in compliance with the Earned Sick Time Act (ESTA).  
See the chart below:

<b>10 Month, Year-Round, Hours/Day</b>	<b>Days Granted</b>	<b>Hours Granted</b>
7.25	11	79.75

**a. Sick Leave Guidelines:**

1. All sick time will be allocated on July 1st of each school year.
2. Individuals who are hired after July 1<sup>st</sup> may have prorated sick time depending on when they are hired.
3. Sick time may be taken in 5-minute increments.
4. Unused sick leave will accumulate with one hundred thirty (130) maximum days.
5. In the event that a staff member leaves during a school year, their time will be prorated for the time earned and the exiting staff members' last paycheck may be reduced to reflect any overpayment of sick time.

6. Any employee whose personal illness extends beyond the time compensated, upon recovery from such illness, shall be assigned to the same position, if available, or the first open position for which the person is qualified.
7. Any employee absent from work for more than half of their scheduled workdays per school year due to disabilities, childcare leaves, etc., will not be given credit for the school year as it applies to advancement on the salary schedule.

**b. Sick time may be used for:**

1. The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for the employee or the employee's family member.
2. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
3. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; and
4. For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, regardless of whether the employee or family member has actually contracted the communicable disease.
5. An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

**c. The definition of a family member shall include:**

1. 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.
2. Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
3. Grandparent.
4. Grandchild.
5. Biological, foster, or adopted siblings.
6. Any other individual related by blood.
7. "Domestic partner" means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships.
8. "Committed relationship" means one in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited to, a civil union.

**d. Notice of Leave:**

1. The employee shall give notice of the intention to use earned sick time as soon as practicable. Prearranged sick leave notice shall be given to the supervisor at least forty-eight (48) hours before the appointment.
2. Employees shall submit their absence in MUNIS Self Service within twenty-four (24) hours of the absence.

**e. Documentation:**

1. For earned sick leave of more than three (3) consecutive days, an employer may require reasonable documentation that the earned sick leave has been used for a permissible purpose. Upon request, the employee must provide this documentation in not more than fifteen (15) days after the employer's request.
2. Employer required documentation should not include a description of the illness or details of the violence.
3. If an employer requires documentation, the employer is responsible for paying all out-of-pocket expenses the employee incurs in obtaining the documentation.
4. An employer cannot delay commencement of the leave based on a failure to receive documentation.

**f. Sick Leave and FMLA:**

1. Like other leave benefits, sick leave may run concurrently with FMLA approved leave provided that the leave meets the requirements of FMLA. However, if sick leave is being used, requirements on advance notice, unforeseeable leave, documentation requirements will be applied under the ESTA provisions.
2. Once sick leave is exhausted or not being used for a FMLA or other covered leave, the FMLA or other leave provisions apply.
2. Probationary employees shall not be entitled to paid sick leave.
3. The Board may require a physician's statement verifying an illness or disability.

**4. Unused Sick Leave**

When a staff member applies for and begins collecting retirement pay from Michigan Public School Employees Retirement System (MPERS) and has completed ten (10) years of service with MAISD, he/she shall be entitled to receive payment for unused sick leave equal to one-third (1/3) of the number of accumulated sick leave hours; an employee with 20 or more years of service with MAISD shall receive payment for unused sick equal to one half (1/2) of the number of accumulated sick leave hours.

Sick leave hours reimbursement shall be calculated and paid at a rate equal to the employee's hourly rate at the time of retirement. The maximum sick leave accumulation allowed for purposes of retirement payout is one hundred-thirty (130) days. Payment will be made within two (2) months following the effective retirement date and district receipt of ORS retirement notification.

The District has a "Special Pay Plan" as authorized under Section 401(a) of the Internal Revenue Code for purposes of providing eligible employees the maximum tax advantage on all employment separation payments. All separation payments will be made under this Plan and to a single vendor.

#### **E. Bereavement Leave (Humans Only)**

1. An employee will be granted up to five (5) bereavement days in the event of a death. An additional three (3) days of bereavement leave may be approved by the Superintendent. A maximum of eight (8) days per school year will be allowed.
2. One additional day of bereavement leave may be allowed at the discretion of the Superintendent which will be deducted from accumulated sick leave.
3. In the event of an absence using bereavement leave to attend a funeral, the Administration may require proof of attendance.
4. Misuse or abuse of sick or bereavement leave may result in discipline.

#### **F. Personal Business Leave**

1. Two (2) days per year, may be used for personal business which cannot be taken care of other than during the employee's regular working hours. Personal business days will not be allowed for days preceding or following holidays, scheduled calendar breaks or vacations (except in emergency situations).
2. 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) workdays prior to the requested leave date.

#### **G. Other Leave**

Other leave that is not specifically delineated in this contract will be in accordance with MAISD policies and those established MAISD Support Personnel Association contract.

#### **H. Benefits**

For all employees employed as of July 1, 2008, and scheduled to work 27 ½ hours or more per week, the Board shall provide an insurance plan compliant with PA 152 for a full twelve-month period for the employee and his/her entire family as defined by the insurance company. Any employee employed after July 1, 2008, shall work thirty (30) hours to be eligible for the insurance noted above. Any employee employed after July 1, 2010, shall work thirty (30) hours to be eligible. A work schedule changes after the start of the school year, at no fault of the employee, will not lose their insurance benefits for the remainder of that school year.

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 amount 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 four hundred dollars (\$400) per month Cash Option through a Section 125 Plan in compliance with IRS Code.

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

### **I. Professional Development**

1. The Interpreter will be provided with 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.
2. Interpreters will be reimbursed for up to one EIPA evaluation annually. Testing dates will be considered Professional Development days, one (1) per year, and should be reported as such in AESOP.
3. It is the responsibility of the interpreter to submit proof of EIPA and BEI status annually to the Associate Superintendent of Special Education.

### **J. Tuition Reimbursement**

In an effort to support those individuals in furthering their advancement and professional growth the board shall allocate one thousand (\$1,000) dollars per year per person 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.

1. The college classes or training are pre-approved by the immediate supervisor and Superintendent.
2. The college classes or training will benefit the employee in their current or future role with MAISD as determined by administration.
3. Once approved, the employee must provide written verification of completion and/or receipt of at least a 3.0 grade in the class.
4. Requests received and approved by May 1 for classes that end within the current fiscal year (June 30) will be paid that year.  
Requests received after May 1 and classes that end after the fiscal year (June 30) will be paid for the next fiscal year.
5. 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.

### **K. Legal Requirements of Educational Interpreters**

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.

### **L. Miscellaneous**

Any topics not listed in this contract will follow the negotiated support staff contract.