

FRUITPORT COMMUNITY SCHOOLS NON-AFFILIATED ADMINISTRATOR WAGE AND BENEFIT INFORMATION



July 1, 2025 – June 30, 2026

Approved at June 2025 Board Meeting

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Article I. CLASSIFICATIONS

- Central Office Directors
- 12-Month Directors
- 10-Month Directors

Article II. WORK YEAR

2.1 The following shall be the scheduled paid days including paid holidays per year.

* 10-month directors shall work any days that qualifies as a student instructional day per the district's count calendar and/or any staff professional development day that is in person.

Position	Annual Days	Start/End Dates 2025/2026
<u>Central Office Directors</u>		
Director of Business Services	Year Round	7/01/25 - 6/30/26
Director of Curriculum & Assessment	Year Round	7/01/25 - 6/30/26
<u>12-Month Directors</u>		
Maintenance Director	Year Round	7/01/25 - 6/30/26
Transportation Director	Year Round	7/01/25 - 6/30/26
Early Childhood Director	Year Round	7/01/25 - 6/30/26
Technology Director	Year Round	7/01/25 - 6/30/26
<u>10-Month Directors*</u>		
Adult Education Director	Two weeks before/after	8/04/25 - 6/24/26

Article III. HOLIDAYS

3.1 The following days shall be recognized as holidays with pay for employees that work 12 months:

- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Dr. Martin Luther King Jr Day (if a non-student day)
- Memorial Day

Article IV. VACATION

- 4.1 If the Administrator fails to work a full contract year, their vacation days will be subject to proration based on contract days actually worked. The following positions shall be granted annual vacation days as listed below:

Position:	Vacation Days:
<u>Central Office Directors</u>	
Director of Business Services	20
Director of Curriculum & Assessment	20
<u>12-Month Directors</u>	20
Maintenance Director	20
Transportation Director	20
Early Childhood Director	20
Technology Director	20
<u>10-Month Directors</u>	
Adult Education Director	0

- 4.2 Vacation days must be used within the contract year for which they are made available. The Superintendent may allow carry of ten (10) vacation days.
- 4.3 The employee shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of District business. All vacation scheduling is subject to approval by the Superintendent or designee.
- 4.4 Request for use of vacation days must be submitted using the Employee Self-Service (ESS) application. Requests will be reviewed for approval by the employee's supervisor.

Article V. AUTHORIZED LEAVES OF ABSENCE

5.1 Sick Leave

The Administrator shall be granted 12 days for sick leave. If the Administrator fails to work a full contract year, their sick leave will be subject to proration based on contract days actually worked. Unused paid leave days shall be cumulative.

Request for use of vacation days must be submitted using the Employee Self-Service (ESS) application. Requests will be reviewed for approval by the employee's supervisor.

5.2 Funeral Leave

The employee shall be entitled to receive up to five (5) days with pay due to death of a member of the immediate family, which shall be interpreted to mean current spouse, child, parent, grandparent, grandchildren, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, step-parent, step-child, or any other member of the family who lives in the employee's home.

5.3 Personal Leave

The 10-month and 12 month administrators shall be granted 3 days for personal leave. Central Office administrators shall be granted 4 days for personal leave. Unused personal leave days will be moved to the employee's sick bank at the end of the fiscal year. If the Administrator fails to work a full contract year, their personal leave days will be subject to proration based on contract days actually worked.

Request for use of vacation days must be submitted using the Employee Self-Service (ESS) application. Requests will be reviewed for approval by the employee's supervisor.

5.4 Disability Leave

In the event of the employee's mental or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of one hundred and twenty (120) calendar days for the purpose of recovery. The employee shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the one hundred and twenty (120) calendar day period to be unpaid. Health plan premium payments shall be made on behalf of the employee during this interval to the extent required by law. Upon using leave under this provision, the employee shall furnish medical certification to the Board (or its designee) as to the need for the leave.

A. If the Board (or designee) has reason to doubt the validity of the medical certification supplied by the employee, it may require a second opinion, at Board expense.

B. The employee may request a one hundred and twenty (120) work-day unpaid leave extension in the event of his/her physical or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is a verified prognosis that the employee will be able to resume his/her duties at the end of

the extended leave interval. Medical certification shall be supplied by the employee as a condition to any leave extension. Any extensions of leave for this purpose shall be at the Board's discretion.

- C. If the employee is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any leave extension), his/her employment and contract may be terminated at the Board's option. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.
- D. Before any resumption of duty after an unpaid leave of absence for a serious health condition, the employee shall provide to the Board a fitness-for-duty certification from the Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion is precluded by the Family and Medical Leave Act.

5.5 Worker's Compensation

In cases where an injury is determined to be job-related and incurred during the course of carrying out the responsibilities of the employee's employment, the employee may use authorized absence leave to make-up the difference between his/her salary and the benefits provided under the Michigan Worker's Compensation Act for the duration of the absence. In the event the employee exhausts their absence leave to make-up any difference, the District will make up the difference until the 90th calendar day is reached.

Article VI. BENEFITS

- 6.1 Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder, or third-party administrator, the Board shall make premium payments on behalf of the employee and his/her eligible dependents for the following insurance programs or comparable programs pursuant to Article 6.2:
 - A. Health insurance. The Board shall provide a health plan and pay the annual January statutory hard cap amount toward insurance premium and deductible subject to PSA 152 for health insurance effective January 1 of each contract year.
 - B. Dental insurance. The Board shall provide a dental insurance plan and pay the full cost of premium.
 - C. Term life insurance. The Board shall provide Group Life Insurance including AD&D with a value of \$100,000 for 10-month and 12-month administrators. Central Office Administrators shall receive a value of 1.5 times their current salary capped at \$200,000. The aforementioned benefits will be paid to the employee's designated beneficiary.
 - D. Vision insurance. The Board shall provide a vision insurance plan and pay the full cost of premium.
 - E. Long Term Disability insurance. The employee is required to enroll in negotiated long-term disability and is responsible for 100% of the premium.

- F. Insurance shall be prorated based upon year worked which includes their Health Savings Account.
- G. The Board has the right to allocate responsibility to the employee to pay a portion of the premium for the insurance coverages specified above, as may be determined by the Board in its sole discretion. Any such contribution, however, shall not be less than the amount determined by the Board as necessary to comply with the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. The Board will notify the employee of the premium amount for which he/she is responsible in excess of the Board paid premium contributions. The amount of premium contributions designated by the Board as the employee's responsibility shall be payroll-deducted from the employee's compensation.

6.2 Insurance Contracts

The Board reserves the right to change the identity of the insurance carrier, policyholder, or third-party administrator for any of the above coverages, provided that comparable coverage (as determined by the Board) is maintained during the term of contract. Additionally, the Board reserves the right to self-fund any of the benefits listed in Article 6.1.

- A. The Board shall not be required to remit premiums for any insurance coverages for the employee and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party administrator.
- B. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling for all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters.
- C. The employee is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage.
- D. The Board, by remitting the premium payments required to provide the above-described insurance coverage(s), shall be relieved from all liability for insurance benefits.

- 6.3 Cash in lieu of health insurance includes all of the above benefits except health. Employees having health coverage through a spouse/other may opt out of the board paid health insurance and receive a cash benefit instead. The monthly cash amount is \$500.00. This amount is divided into equal payments over the first and second pays of each month.
- 6.4 All Central Office Directors shall receive \$7,500 as a non-elective 403b contribution. This payment will be made after the employee receives their evaluation for the school year. The evaluation has to be at least effective in order to get this payment.
- 6.5 As of July 1, 2024, the Director of Business Services shall receive a non-elective 403b contribution for working at another school district. This section shall continue until the partnership ends. The payment shall be equally divided at the end of each quarter.

Article VII. MISCELLANEOUS PROVISIONS

7.1 Expenses

The employee shall be eligible to be reimbursed for district required and approved travel, meals, and lodging in accordance with the per-diem expense and reimbursement procedures established by the Board. The employee shall be required to present an itemized account of his/her reasonable and necessary expenses in accordance with directions of the Board or its designee.

7.2 Inclement Weather

Whenever weather conditions are such that school will not be conducting regular classroom schedules, notice of this decision shall be communicated (ie, radio, television, school message) as soon as can reasonably be accomplished. Unless specifically notified to the contrary, employees shall be expected to work, reporting in a safe and timely manner if conditions allow.

7.3 Professional Development

Subject to prior approval by the Board, the fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Superintendent, the employee may attend appropriate professional meetings at the local, state, and national levels and shall be reimbursed for any related registration fees, tuition, travel, lodging, reasonable meal expenses for himself/herself not prepaid by the Board and in accordance with Board policy.

Article VIII. COMPENSATION

- 8.1 The employee shall be paid a salary in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent and as scheduled by the Superintendent. All compensation will be pro-rated if the employee leaves prior to completion of the contract. Appendix A aligns the position with what each salary schedule the employee is allocated to. Appendix B shows the steps for each salary schedule.

- A. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments, beginning with the commencement of the fiscal/contract year (July 1 - June 30) for 12-month staff. 10-month staff will have their bi-weekly installments from first pay in September through the second pay in August.
- B. The Board retains the right to adjust the employee's annual salary.
- C. Any adjustment in salary made shall be in the form of a written amendment, and when executed by the employee and the Board, shall become a part of the employee's individual Contract of Employment.

- D. Unless expressly stated in writing, any such salary adjustment amendment shall not be considered a new contract or an extension of the Contract of Employment termination date.
- E. Consistent with Section 1250 of the Revised School Code, the employee's job performance and job accomplishments as evaluated will be a significant factor in determining any adjustment to the employee's compensation.

8.2 Retirement (Unused Leave)

Employees that are retiring through the Michigan Retirement system shall, upon retirement into MPSERS, receive \$112.50 dollars for each unused day of accumulated sick leave.

8.3 Sick Leave Bank Capacity

- A. When sick leave bank capacity of 100 days is reached, the employee may request an off scheduled payment (no retirement) of yearly unused sick leave at a rate of \$112.50 per day up to a max amount of \$1125.00 in December. A written request must be submitted to the Superintendent or designee by December 1st of each year.
- B. Employees who may have accumulated sick leave days and who terminate their employment, shall not be compensated by unused sick leave days and said unused sick leave may not be carried forward in case of subsequent reemployment by this school system.

8.4 Vacation Payout

Vacation days must be used within the contract year for which they are made available. If an employee is going to carry over more than the 10 days, the Superintendent may approve the payout of excess vacation days above the 10 that is allowed.

8.5 Cell Phone Stipend

The district holds a district cell phone plan for district administrators. The administrators shall pay \$20 per month plus any cost for the device. If the administrator requests or was hired before July 1, 2023, the district will provide a \$40 per month stipend for their personal cell phone plan.

8.6 Tuition

The Board shall provide tuition reimbursement up to \$600 in a fiscal year for non-affiliated support staff employees having three or more years of continued employment with Fruitport Community Schools. Coursework must relate to the enhancement of the employee's work skills, relate to professional education certification, or courses necessary for the completion of a degree program. Notice of intent to take a course must be submitted prior to registration of the class and approved by the Superintendent or his/her designee.

Appendix A

Position	Salary Schedule
Director of Business Services	S1
Director of Curriculum & Assessment	S1
Maintenance Director	M1
Transportation Director	T1
Early Childhood Director	E1
Technology Director	T6
Adult Education Director	A1

For the 2025-26 fiscal year, all employees shall receive a step on their salary schedule.

Appendix B

A1	
Step	Contracted
1	\$ 51,800
2	\$ 54,050
3	\$ 56,300
4	\$ 58,550
5	\$ 60,800
6	\$ 63,050
7	\$ 65,300
8	\$ 67,550
9	\$ 69,800
10	\$ 72,050

E1	
Step	Contracted
1	\$ 62,070
2	\$ 64,070
3	\$ 66,070
4	\$ 68,070
5	\$ 70,070
6	\$ 72,070
7	\$ 74,070
8	\$ 76,070
9	\$ 78,070
10	\$ 80,070

M1	
Step	Contracted
1	\$ 93,105
2	\$ 96,105
3	\$ 99,105
4	\$ 102,105
5	\$ 105,105
6	\$ 108,105
7	\$ 111,105
8	\$ 114,105
9	\$ 117,105
10	\$ 120,105

S1	
Step	Contracted
1	\$ 133,750
2	\$ 138,250
3	\$ 142,750
4	\$ 147,250
5	\$ 151,750
6	\$ 156,250
7	\$ 160,750
8	\$ 165,250
9	\$ 169,750
10	\$ 174,250

T1	
Step	Contracted
1	\$ 77,550
2	\$ 79,800
3	\$ 82,050
4	\$ 84,300
5	\$ 86,550
6	\$ 88,800
7	\$ 91,050
8	\$ 93,300
9	\$ 95,550
10	\$ 97,800

T6	
Step	Contracted
1	\$ 88,000
2	\$ 91,500
3	\$ 95,000
4	\$ 98,500
5	\$ 102,000
6	\$ 105,500
7	\$ 109,000
8	\$ 112,500
9	\$ 116,000
10	\$ 119,500

Percentage increases are the Board of Education discretion respecting current market demands, additional responsibilities and/or other bargaining unit increases.