

**MUSKEGON PUBLIC SCHOOLS  
ADMINISTRATOR  
WAGE AND BENEFIT INFORMATION**



**July 1, 2022 – June 30, 2023**

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## APPENDIX

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ARTICLE I  
CLASSIFICATIONS

- Director
- Principal
- Assistant Principal/Instructional Supervisor
- Non-Instructional Supervisor

## ARTICLE II

### WORK YEAR

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

| Position  | Annual Days | Start/End Dates<br>2022/2023 |
|---|-------------|------------------------------|
| <u>Directors</u>  |             |                              |
| Athletic Director                                       | 260         | 7/01/22 - 6/30/23            |
| Executive Director of Academic Services                 | 260         | 7/01/22 - 6/30/23            |
| CFO   | 260         | 7/01/22 - 6/30/23            |
| Director of Operations                                  | 260         | 7/01/22 - 6/30/23            |
| Director of Specialized Instruction                     | 260         | 7/01/22 - 6/30/23            |
|   |             |                              |
| <u>Principals</u>                                       |             |                              |
| Elementary  | 219         | 8/08/22 - 6/26/23            |
| Middle School   | 224         | 8/01/22 - 6/26/23            |
| High School   | 260         | 7/01/22 - 6/30/23            |
| Coordinator of Alternative Education & Career Placement | 224         | 8/01/22 - 6/26/23            |
|   |             |                              |
| <u>Assistant Principals</u>                             |             |                              |
| Elementary  | 219         | 8/08/22 - 6/26/23            |
| Middle School   | 219         | 8/08/22 - 6/26/23            |
| Senior High   | 219         | 8/08/22 - 6/26/23            |
| Supervisor- Specialized Instruction                     | 219         | 8/08/22 - 6/26/23            |
|   |             |                              |
| <u>Non-Instructional Supervisors</u>                    |             |                              |
| Accounting Supervisor                                   | 260         | 7/01/22 - 6/30/23            |
| Chief of Operations                                     | 260         | 7/01/22 - 6/30/23            |
| Construction Owner's Representative for Bond            | 260         | 7/01/22 - 6/30/23            |
| Human Resources Supervisor                              | 260         | 7/01/22 - 6/30/23            |
| Instructional Technology Supervisor & Data Coach        | 260         | 7/01/22 - 6/30/23            |
| Systems Network Manager                                 | 260         | 7/01/22 - 6/30/23            |

## ARTICLE III

### HOLIDAYS

3.1 The following days shall be recognized as holidays with pay for employees:

- Independence Day (July 4)
- Friday before Labor Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day

## ARTICLE IV

### VACATION

- 4.1 Employment is based of two hundred sixty (260) days. The following positions shall be granted annual vacation days as listed below:

| Position:   | Vacation Days: |
|---|----------------|
| <u>Directors</u>  |                |
| Athletic Director                                       | 25             |
| CFO   | 25             |
| Director of Operations                                  | 25             |
| Director of Specialized Instruction                     | 25             |
| Executive Director of Academic Services                 | 25             |
|   |                |
| <u>Principals</u>                                       |                |
| Elementary  | 2              |
| Middle School   | 20             |
| High School   | 25             |
| Coordinator of Alternative Education & Career Placement | 2              |
|   |                |
| <u>Assistant Principals</u>                             |                |
| Elementary  | 2              |
| Middle School   | 2              |
| High School   | 2              |
| Special Education Supervisor                            | 2              |
|   |                |
| <u>Non-Instructional Supervisors</u>                    |                |
| Accounting Supervisor                                   | 20             |
| Chief of Operations                                     | 20             |
| Construction Owner's Representative for Bond            | 20             |
| Human Resources Supervisor                              | 20             |
| Instructional Technology Supervisor & Data Coach        | 20             |
| Systems Network Manager                                 | 20             |

- 4.2 Vacation days must be used within the contract year for which they are made available. The employee may request payment out for a maximum of five (5) days of vacation, but shall not receive any additional compensation in lieu of vacation days. The Superintendent may allow carry of five (5) vacation days to be used by August 15 of the following year for individual cases. A written request must be submitted to the Superintendent by June 1<sup>st</sup> of each year if requesting payout of vacation time or for individual consideration by the Superintendent to carry days forward.
- 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 Vacation days must be used for the following (X) if electing not to work:

|  | Christmas<br>Break | MLK<br>Day | Mid-<br>Winter<br>Break | Spring<br>Break | Hackley<br>Day |
|--|--------------------|------------|-------------------------|-----------------|----------------|
| <u>Directors</u>   |                    |            |                         |                 |                |
| Athletic Director  | X                  | X          | X                       | X               | X              |
| CFO  | X                  | X          | X                       | X               | X              |
| Director of Operations                                     | X                  | X          | X                       | X               | X              |
| Director of Specialized Instruction                        | X                  | X          | X                       | X               | X              |
| Executive Director of Academic Services                    | X                  | X          | X                       | X               | X              |
| <u>Principals</u>  |                    |            |                         |                 |                |
| Elementary   |                    |            |                         |                 | X              |
| Middle School  |                    |            |                         |                 | X              |
| High School  | X                  | X          | X                       | X               | X              |
| Coordinator of Alternative Education & Career<br>Placement |                    |            |                         |                 | X              |
| <u>Assistant Principals</u>                                |                    |            |                         |                 |                |
| Elementary   |                    |            |                         |                 | X              |
| Middle School  |                    |            |                         |                 | X              |
| Senior High  |                    |            |                         |                 | X              |
| Special Education Supervisor                               |                    |            |                         |                 | X              |
| <u>Non-Instructional Supervisors</u>                       |                    |            |                         |                 |                |
| Accounting Supervisor                                      | X                  | X          | X                       | X               | X              |
| Chief of Operations  | X                  | X          | X                       | X               | X              |
| Construction Owner's Representative for Bond               | X                  | X          | X                       | X               | X              |
| Human Resources Supervisor                                 | X                  | X          | X                       | X               | X              |
| Instructional Technology Supervisor & Data<br>Coach        | X                  | X          | X                       | X               | X              |
| Systems Network Manager                                    | X                  | X          | X                       | X               | X              |

## ARTICLE V

### AUTHORIZED LEAVES OF ABSENCE

#### 5.1 Authorized Absences (Personal Illness or Disability)

If the employee is absent from duty on account of personal illness or disability, he/she shall be allowed full pay for a total of eleven (11) days per contract year. Unused paid leave days shall be cumulative to a maximum of one hundred fifty (150) days for absence due to personal illness or disability of the employee. (See Article 8.5)

#### 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

At the Superintendent's discretion and approval, the employee may be granted up to three (3) personal leave days per contract year. Unused personal leave days are not deductible from accumulated sick leave and do not accumulate beyond the contract year.

#### 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 ninety (90) 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 ninety (90) 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 ninety (90) 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 Medical Examination

The employee shall submit to such medical examinations, supply such information, and execute such documents as may be required by any underwriter, policyholder, or third party administrator providing insurance programs specified under this Contract.

- A. Upon request of the Board or Superintendent, the employee shall authorize the release of medical information necessary to determine if the employee is capable of performing the essential job functions required by his/her assignment, with or without reasonable job accommodation(s).
- B. Any physical or mental examination or disclosure of such information required of the employee by the Board shall be job-related and consistent with business necessity.
- C. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be confidential.

#### 5.6 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.

#### 5.7 Miscellaneous Absence Provisions

- A. Absence when an employee is called for jury duty\*. (Pay the difference between jury pay and regular pay.)
- B. Court appearance as a witness whenever an employee is subpoenaed to attend any proceeding\*. (Pay the difference between the court fee and regular pay.)
- C. Approved visitation at other schools or for attending education conferences or conventions.

D. Time necessary to take the selective service physical examination.

\*Expense allowances provided by the court shall not be reimbursed to the district. Neither shall the employee be required to reimburse the district for expense allowances, jury pay or court fees if such service takes place during non-contract periods.

## ARTICLE VI

### INSURANCE PROGRAMS

- 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 \$50,000 for the employee. 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.
  - 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.

## ARTICLE VII

### MISCELLANEOUS PROVISIONS

#### 7.1 Expenses

The employee shall be eligible to be reimbursed for district required and approved travel (outside the county), meals, and lodging in accordance with the per-diem expense and reimbursement procedures established by the Board. Any expense to be incurred by the employee for out-of-District travel shall be submitted in advance for review and approval by the Board or its designee. 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. With permission of administration, the option to work remotely from home may be allowed.

#### 7.3 Professional Development

Subject to prior approval by the Board, the fees or dues for membership in appropriate professional organizations (limit of two) 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. (See Appendix A)
- 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).
  - B. The Board retains the right to adjust the employee's annual salary. Any such salary adjustment shall not reduce the annual salary below the minimum annual salary prescribed upon annual renewal.
  - 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 Longevity

Longevity is based upon years of service with Muskegon Public Schools only. It does not include outside years of service. Yearly longevity is subject to Effective or higher ratings on annual evaluations. An annuity enrollment form must be completed and returned within thirty (30) days of receipt or annuity shall be forfeited.

| <i><b>Years of Service</b></i> | <i><b>Longevity</b></i>      |
|--------------------------------|------------------------------|
| 20 or more                     | 2.25% annuity of Base Salary |
| 10-19 years                    | 1.50% annuity of Base Salary |
| 5-9 Years                      | 0.75% annuity of Base Salary |

8.3 Merit Pay

An evaluation resulting in an Effective rating will merit pay the employee a 1.5% Board annuity of his/her base salary for the following contract year. An evaluation result of

Highly Effective rating will merit pay the employee a 2.5% Board annuity of his/her base salary for the following contract year. An annuity enrollment form must be completed and returned within thirty (30) days of receipt or annuity shall be forfeited.

8.4 Retirement (Unused Sick Leave)

Employees employed in this district continuously for at least thirteen (13) consecutive years shall, upon retirement into MPSERS, receive \$75 dollars for each unused day of accumulated sick leave.

8.5 Sick Leave Bank Capacity

- A. When sick leave bank capacity of 150 days is reached, the employee may request an off scheduled payment (no retirement) of yearly unused sick leave at a rate of \$150 per day up to a max amount of \$1,200 annually. A written request must be submitted to the Superintendent or designee by June 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.

8.6 Vacation Payout

- A. Vacation days must be used within the contract year for which they are made available. The employee may request payment out for a maximum of five (5) days of vacation, but shall not receive any additional compensation in lieu of vacation days or be allowed to carry vacation days over. (See Article 4.2)

**ADMINISTRATOR SALARY SCHEDULE**

2022-2023 4%

| <b>Position</b>                      | <b>Step</b> | <b>BA</b> | <b>MA</b> | <b>PhD</b> |
|--------------------------------------|-------------|-----------|-----------|------------|
| Supervisor - Accounting              | 1           | \$68,796  | \$72,072  | \$75,348   |
| Supervisor - Human Resources         | 2           | \$70,434  | \$73,710  | \$76,986   |
| Supervisor - Systems Network Manager | 3           | \$72,072  | \$75,348  | \$78,624   |
| Chief of Operations                  | 4           | \$73,710  | \$76,986  | \$80,262   |
|                                      | 5           | \$75,348  | \$78,624  | \$81,900   |

\*Administrators hired prior to July 2020 are grandfathered

| <b>Position</b>                                  | <b>Step</b> | <b>BA</b> | <b>MA</b> | <b>PhD</b> |
|--|-------------|-----------|-----------|------------|
| Assistant Principal - Elementary                 | 1           | \$76,440  | \$79,716  | \$82,992   |
| Supervisor - Special Education                   | 2           | \$78,078  | \$81,354  | \$84,630   |
| Instructional Technology Supervisor & Data Coach | 3           | \$79,716  | \$82,992  | \$86,268   |
|  | 4           | \$81,354  | \$84,630  | \$87,906   |
|  | 5           | \$82,992  | \$86,268  | \$89,544   |

\*Administrators hired prior to July 2020 are grandfathered

| <b>Position</b>                     | <b>Step</b> | <b>BA</b> | <b>MA</b> | <b>PhD</b> |
|-------------------------------------|-------------|-----------|-----------|------------|
| Principal - Elementary              | 1           | \$85,176  | \$88,452  | \$91,728   |
| Assistant Principal - Middle School | 2           | \$86,268  | \$90,090  | \$93,366   |
| Director of Operations              | 3           | \$88,452  | \$91,728  | \$95,004   |
|                                     | 4           | \$90,090  | \$93,366  | \$96,642   |
|                                     | 5           | \$91,728  | \$95,004  | \$98,280   |

\*Administrators hired prior to July 2020 are grandfathered

| <b>Position</b>   | <b>Step</b> | <b>BA</b> | <b>MA</b> | <b>PhD</b> |
|---|-------------|-----------|-----------|------------|
| Principal - Middle School                               | 1           | \$87,360  | \$90,636  | \$93,912   |
| Assistant Principal - High School                       | 2           | \$88,998  | \$92,274  | \$95,550   |
| Construction Owner's Representative for Bond/DOO        | 3           | \$90,636  | \$93,912  | \$97,188   |
| Coordinator of Alternative Education & Career Placement | 4           | \$92,274  | \$95,550  | \$98,826   |
|   | 5           | \$93,912  | \$97,188  | \$100,464  |

\*Administrators hired prior to July 2020 are grandfathered

| <b>Position</b>         | <b>Step</b> | <b>BA</b> | <b>MA</b> | <b>PhD</b> |
|-------------------------|-------------|-----------|-----------|------------|
| Principal - High School | 1           | \$102,648 | \$105,924 | \$109,200  |
| Director of Athletics   | 2           | \$104,286 | \$107,562 | \$110,838  |
|                         | 3           | \$105,924 | \$109,200 | \$112,476  |
|                         | 4           | \$107,562 | \$110,838 | \$114,114  |
|                         | 5           | \$109,200 | \$112,476 | \$115,752  |

\*Administrators hired prior to July 2020 are grandfathered

| <b>Position</b>                         | <b>Step</b> | <b>BA</b> | <b>MA</b> | <b>PhD</b> |
|---|-------------|-----------|-----------|------------|
| Executive Director of Academic Services | 1           | \$113,568 | \$116,844 | \$120,120  |
| Chief Financial Officer                 | 2           | \$115,206 | \$118,482 | \$121,758  |
| Director of Specialized Instruction     | 3           | \$116,844 | \$120,120 | \$123,396  |
|   | 4           | \$118,482 | \$121,758 | \$125,034  |
|   | 5           | \$120,120 | \$123,396 | \$126,672  |

\*Administrators hired prior to July 2020 are grandfathered