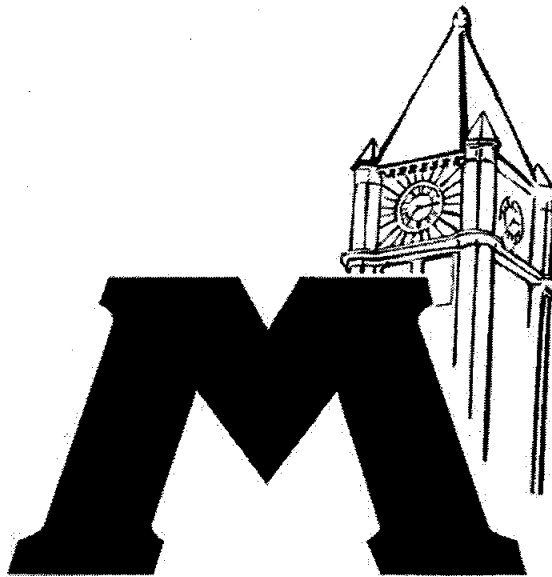


**MUSKEGON PUBLIC SCHOOLS
ADMINISTRATOR
WAGE AND BENEFIT INFORMATION**



July 1, 2005 – June 30, 2008

61010
06 30 2008

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ARTICLE I
CLASSIFICATIONS

Assistant Superintendent

Executive Director

Director

Principal

Assistant Principal

Supervisor

Non-Instructional Supervisor

ARTICLE II

WORK YEAR*

2.1 The following shall be the scheduled paid days including paid holidays per year (July 1, 2005 - June 30, 2008):

	<u>Days</u>	<u>Weeks</u>	<u>Start & End Dates</u>
<u>Assistant Superintendent</u>			
Human Resources	235	(47)	July 1 – June 30
<u>Executive Directors</u>			
Administrative Services	230	(46)	July 1 – June 30
Community Services	230	(46)	July 1 – June 30
Elementary Education	230	(46)	July 1 – June 30
Museum	230	(46)	July 1 – June 30
Secondary Education	230	(46)	July 1 – June 30
<u>Directors</u>			
Buildings & Grounds	225	(45)	July 1 - June 30
Financial Services	230	(46)	July 1 - June 30
Special Education	225	(45)	July 1 - June 30
Pupil Personnel Services	225	(45)	July 1 - June 30
Athletics	220	(44)	July 1 - June 30
<u>Principals</u>			
Elementary	205	(41)	8 days before/5 days after
Middle School	210	(42)	13 days before/5 days after
Senior High	235	(47)	July 1 - June 30
Alternative EI	205	(41)	8 days before/5 days after
Head Start	220	(44)	July 1 – June 30
<u>Assistant Principals</u>			
Middle School	205	(41)	8 days before/5 days after
High School	220	(44)	July 1 – June 30
<u>Supervisors</u>			
Special Education	205	(41)	8 days before/5 days after
<u>Non-Instructional Supervisors</u>			
Transportation Supervisor	225	(45)	July 1 - June 30
Accountant	230	(46)	July 1 - June 30
CNE Supervisor	230	(46)	July 1 – June 30

*Subject to change if needs change

ARTICLE III

HOLIDAYS

3.1 The following days shall be recognized as holidays with pay for administrators employed through 42 weeks:

Labor Day
Thanksgiving Day
Day following Thanksgiving
Last regular workday before Christmas
Christmas Day
Good Friday p.m. (1/2 day)
Hackley Day p.m. (1/2 day)
Memorial Day

Those employed 43-44 weeks (215-220 days) shall be granted New Year's Day as an additional holiday.

Those employed 45 weeks (225 days) or more shall be granted the last regular work day before New Year's Day and Independence Day (July 4) as paid holidays.

For those employed 43-47 weeks (215 – 235 days) or more, Martin Luther King Day and mid-winter break days are work days or unpaid days if not worked.

ARTICLE IV

PAID LEAVES OF ABSENCE

4.1 Definition of Terms for Purpose at Hand

- "Immediate Family" shall include father, mother, husband, wife, child, sister, brother, parent-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, stepchildren, stepparents and any person in lieu of parents.
- "School month" shall be defined as consisting of twenty (20) days exclusive of Saturdays, Sundays, and legal holidays for schools, which shall fall within a school week, a school week to consist of Monday, Tuesday, Wednesday, Thursday and Friday.
- "Per diem basis" shall be the amount obtained by dividing the contractual salary by the number of days to be employed as indicated in the contract.

4.2 Sick Leave (Personal Illness and/or Disability)

- A. During the first year of employment, each administrator shall be granted one (1) sick day for each month scheduled to work plus one (1) at the beginning of the year.
- B. Employees who have accumulated sick leave due to previous service but who are unable to begin a new contract year because of personal illness or personal injury shall be allowed to draw upon such sick leave accumulated until it is depleted or until resumption of assigned work.
- C. After the first year of employment there shall be an allowance of one (1) day per month. In addition to the above, each administrator shall be granted one (1) sick day at the beginning of each year.
- D. Accumulation of sick leave days shall be without limit.
- E. Additional absence shall result in deduction on a per diem basis.
- F. Deductions made for illness when the administrator has not accumulated sick leave to cover the illness shall be repaid to the administrator during the school year, if and when the sufficient days have been accumulated to cover such sick leave.

ARTICLE IV - CON'T.

- G. 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 administrator's employment, the administrator shall be paid the difference between his/her salary and the benefits provided under the Michigan Worker's Compensation Act for the duration of the absence. Such absences shall not be charged against the administrator's sick leave.
- H. Illness and disabilities associated with, caused by, or contributed to by pregnancy, miscarriage, abortion, child birth and the recovery therefrom shall be treated as any other illness or disability.
- I. The Board of Education reserves the right to consider all sick leave problems extending beyond the limitations set forth herein on the merits of each individual case.
- J. The Assistant Superintendent for Human Resources may ask the administrator to furnish a medical statement or other proof of illness or satisfactory recovery period if absence is lengthy or a pattern of absence develops.

4.3 Leave (Illness, Disability, Injury and/or Death in Immediate Family)

- A. Absence of a reasonable length of time but not to exceed five (5) days per year caused by the critical illness, disability or injury of a member of the immediate family whose care is the direct responsibility of the administrator and requiring the personal attention of the administrator will be compensated by payment of the contractual salary. Requests for exceptions shall be approved through the Assistant Superintendent for Human Resources.
- B. Absence of not more than five (5) days per year caused by each death in the immediate family shall be compensated by payment of contractual salary. Requests for exceptions shall be approved through the Assistant Superintendent for Human Resources.
- C. The Board recognizes that reasonable travel time to attend to matters outlined in this Section are appropriate uses of sick leave.
- D. Absence of not more than three (3) days for the death of an aunt, uncle, nephew, niece or first cousin shall be compensated by payment of contractual salary.

ARTICLE IV - CON'T.

- E. Absence in this Section shall be counted as sick leave and deducted under the regulations of Section 4.2.
- F. Additional absence shall result in a deduction on a per diem basis.
- G. No unused days in this Section may be accumulated.

4.4 Miscellaneous Provisions Regarding Absence

- A. Administrators who may have accumulated sick leave days under provision of Section 4.2, paragraph D., and who terminate their employment with this school system, shall not be compensated by unused sick leave days and said unused sick leave days may not be carried forward in case of subsequent reemployment by this school system. However, administrators employed in this district continuously for at least ten (10) consecutive years, shall, upon retirement, receive thirty (30) dollars for each unused day of accumulated sick leave.
- B. No administrator shall absent himself or herself from regular duties except as provided herein without the prior permission of the Assistant Superintendent for Human Resources. When, in the judgment of the Assistant Superintendent for Human Resources, such absence contributed to the general interest of the school system, compensation may be paid on a full or partial basis.

4.5 Absence With Pay Not Chargeable Against the Administrators Allowance Shall be Granted for the Following Reasons:

- A. Absence when an administrator is called for jury duty*. (Pay the difference between jury pay and regular pay.)
- B. Court appearance as a witness whenever an administrator 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 administrator be required to reimburse the district for expense allowances, jury pay or court fees if such service takes place during non-contract periods.

ARTICLE IV - CON'T.

- E. Personal leave days shall be allowed at the rate of three (3) per year of on-the-job employment, non-cumulative.

Administrators, who have used three (3) personal leave days and terminate their employment prior to serving a minimum of 50% of their contract, shall have one (1) day of personal leave pay deducted from their final paycheck. Personal leave time may be taken in units of one-half (1/2) days.

- F. Unused personal leave days shall be added to the sick leave accumulation in units of one-half (1/2) days.

4.6 Professional Improvement Day

- A. Each administrator shall be allowed two (2) days per school year for Professional Improvement. Such days may be used at the administrator's discretion for, but not limited to, such activities as: seminars, workshops, in-services, educationally relevant visitations, etc.

This day may be used in increments of one-half (1/2) day. Any unused professional development day shall be carried forward the following year as a sick day.

ARTICLE V

OTHER LEAVES OF ABSENCE

- 5.1 Leaves of absence of up to six weeks during the first year after receiving defacto custody of an adopted child as required by the adoption agency.

Such leaves may be with pay (deducted from sick leave). Fringe benefits will be continued.

- 5.2 Military leave of absence shall be granted to any administrator who shall be inducted or shall enlist for military duty to any branch of the armed forces of the United States in accordance with the requirements of the applicable law. Administrators who make application to return to the Muskegon Public Schools within ninety (90) days of discharge from the armed forces shall be given the benefit of any increments up to a maximum of two (2) years credit which would have been granted to them had they remained in active service to the school system. Administrators may have to return in a teaching position.
- 5.3 Other leaves of absence as granted by the Board.

ARTICLE VI

INSURANCE PROTECTION

- 6.1 A. The Board shall make premium contribution, upon application, for administrators and their eligible and sponsored dependents, toward MESSA-PAK Program 745 protection, either Plan A or Plan B, for a full twelve (12) month period.

Plan A shall consist of:

MESSA Super Care 1
MESSA Negotiated Life \$50,000 with AD & D
MESSA Delta Dental Plan E 007 80/80/80
MESSA VSP-3 Vision Care Plan
MESSA Hearing Care Rider
MESSA Preventative Care Rider

The extent of coverage shall be determined by the employee's qualification for one of the following categories:

- a. member
- b. member and spouse
- c. member and child
- d. full family

Plan B shall consist of:

MESSA Negotiated Life \$50,000 with AD & D
MESSA Delta Dental Plan E 007 80/80/80
MESSA VSP-3 Vision Care Plan

Those selecting Plan B shall also be eligible for options in a dollar amount up to the Super Med 1 single subscriber premium. The options may be a non-taxable MESSA Variable Option, or a tax deferred annuity plan. If a husband and wife are both employed by the school district, one (1) shall elect health insurance and the other shall elect options as indicated above.

MESSA Limited Medicare Supplement and Medicare Premiums will be paid on behalf of the administrator, spouse and/or dependents eligible for Medicare, including sponsored dependents.

- B. The Board shall provide according to the schedule below MESSA-PAK Program 745 (as described above) to administrators and their eligible dependents from July 1, 2005 through August 30, 2006.

ARTICLE VI - CON'T.

For 2005-2006 the Board shall pay the first five percent of the premium percentage increase over the full 2004-2005 MESSA Pak A (and Pak B) premium rates. If the PAK premium increases more than five percent, the administrators shall pay up to the next five percent of the premium percentage increase. Any PAK premium increase over ten percent shall be split equally between the Board and the administrator. Administrator contributions, if any, shall be made through an IRS Section 125 Salary Reduction Plan.

- 6.2 A. Effective September 1, 2006, the Board shall pay 100% of the premium for administrators and their eligible dependents toward, either Plan A or Plan B, for the duration of this Wage and Benefit Information Booklet.

Plan A shall consist of:

Priority Health Medical Coverage, hearing is included, 10/30 prescription drug card
Genworth Financial – EBG Vision Care Benefit
Genworth Dental Benefits
Genworth Financial – EBG Basic Term Life and Basic AD&D

The extent of coverage shall be determined by the employee's qualification for one of the following categories:

- a. single
- b. double
- c. family

Plan B shall consist of:

Genworth Financial – EBG Vision Care Benefit
Genworth Dental Benefits
Genworth Financial – EBG Basic Term Life and Basic AD&D

Those selecting Plan B shall also be eligible for options in a dollar amount up to the Priority Health single subscriber premium. The options may be a tax deferred annuity plan. If a husband and wife are both employed by the school district, one (1) shall elect health insurance and the other shall elect options as indicated above.

- B. The Board shall provide without cost Genworth Financial Basic Term Life Insurance with Basic AD&D with a value of \$50,000 for each administrator. The aforementioned benefits will be paid to the administrator's designated beneficiary.

- 6.3 The obligation of the Board to provide the above insurance to any administrator, notwithstanding the above provisions, shall be continued until the administrator has received the pro-rata portion of the twelve (12) month insurance year earned at the time of the termination or resignation. Individual cases may be subject to review by representatives of the Association and the Board.
- 6.4 Open enrollment periods shall be jointly established, including opportunities for summer pre-enrollment or fall open enrollment and whenever group or individual subsidy amounts increase or decrease affecting the benefit package. The Board will be responsible for providing insurance information, including application, claim materials and enrollment meetings for the above-mentioned programs.
- 6.5 In the event that an administrator has exhausted paid sick leave and continues to be affected with, or suffers, a medically confirmed illness or disability that causes the administrator to be confined and/or restricted in such way as to prevent him/her from performing those active duties to which he/she was assigned, insurance benefits shall continue uninterrupted for periods as indicated below:
- A. Administrator employed less than two (2) years - 6 months
 - B. Administrator employed two (2) years or more - 12 months
- 6.6 In the event an administrator dies during the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums for the spouse and/or eligible dependents throughout that school year and the following July and August. If the administrator dies after the completion of the school year, and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums for the spouse and/or eligible dependents through September 30 of that year. In either of the above cases, the Board shall continue payments for no less than three (3) months.

ARTICLE VII

TERMINATION

- 7.1 Non-renewal or termination of contract as an administrator shall follow procedures as determined by the laws of the State of Michigan.

ADMINISTRATOR
BASE SALARY SCHEDULE
2005/06

APPENDIX A1

YEARS	PTS	A.B. SALARY	PTS	A.B.+20 SALARY	PTS	M.A. SALA60 758RY	PTS	M.A.+30 SALARY	PTS	M.A.+60 SALARY
14	163	58414	171	61281	179	64148	182	65223	184	65940
13	163	58414	171	61281	179	64148	182	65223	184	65940
12	163	58414	164	58773	171	61281	173	61998	175	62715
11	155	55547	157	56264	164	58773	166	59489	168	60206
10	148	53039	150	53756	157	56264	159	56981	161	57698
9	141	50530	143	51247	150	53756	152	54472	154	55189
8	135	48380	137	49097	143	51247	145	51964	147	52680
7	129	46230	131	46946	136	48738	138	49455	140	50172
6	123	44080	125	44796	130	46588	132	47305	134	48022
5	118	42288	120	43004	124	44438	126	45155	128	45871
4	113	40496	115	41213	119	42646	121	43363	123	44080
3	108	38704	110	39421	114	40854	116	41571	118	42288
2	104	37270	106	37987	110	39421	112	40137	114	40854
1	100	35837	102	36554	106	37987	108	38704	110	39421

For Doctorate add \$ 869 to the MA+60 Salary.

The scheduled increases are dependent upon approved experience in the school system. Such experience is approved through the supervisory report of the immediate supervisor.

2005/06 LONGEVITY

15 YRS.	\$1,112
20 YRS.	\$2,233
25 YRS.	\$3,356
30 YRS.	\$4,481
35 YRS.	\$5,599

ADMINISTRATOR
BASE SALARY SCHEDULE
2006-07

YEARS	PTS	A.B. SALARY	PTS	A.B.+20 SALARY	PTS	M.A. SALARY	PTS	M.A.+30 SALARY	PTS	M.A.+60 SALARY
14	163	58998	171	61893	179	64789	182	65875	184	66599
13	163	58998	171	61893	179	64789	182	65875	184	66599
12	163	58998	164	59360	171	61893	173	62617	175	63341
11	155	56102	157	56826	164	59360	166	60084	168	60808
10	148	53569	150	54293	157	56826	159	57550	161	58274
9	141	51035	143	51759	150	54293	152	55016	154	55740
8	135	48863	137	49587	143	51759	145	52483	147	53207
7	129	46692	131	47415	136	49225	138	49949	140	50673
6	123	44520	125	45244	130	47054	132	47777	134	48501
5	118	42710	120	43434	124	44882	126	45606	128	46330
4	113	40900	115	41624	119	43072	121	43796	123	44520
3	108	39091	110	39815	114	41262	116	41986	118	42710
2	104	37643	106	38367	110	39815	112	40538	114	41262
1	100	36195	102	36919	106	38367	108	39091	110	39815

For Doctorate add \$ 878 the MA+60 Salary.

The scheduled increases are dependent upon approved experience in the school system. Such experience is approved through the supervisory report of the immediate supervisor.

2006-07 LONGEVITY

15 YRS.	\$1123
20 YRS.	\$2255
25 YRS.	\$3390
30 YRS.	\$4526
35 YRS.	\$5655

ADMINISTRATOR
BASE SALARY SCHEDULE
2007-08

YEARS	PTS	A.B. SALARY	PTS	A.B.+20 SALARY	PTS	M.A. SALARY	PTS	M.A.+30 SALARY	PTS	M.A.+60 SALARY
14	163	59588	171	62512	179	65437	182	66534	184	67265
13	163	59588	171	62512	179	65437	182	66534	184	67265
12	163	59588	164	59953	171	62512	173	63244	175	63975
11	155	56663	157	57394	164	59953	166	60685	168	61416
10	148	54104	150	54836	157	57394	159	58126	161	58857
9	141	51545	143	52277	150	54836	152	55567	154	56298
8	135	49352	137	50083	143	52277	145	53008	147	53739
7	129	47159	131	47890	136	49718	138	50449	140	51180
6	123	44965	125	45696	130	47524	132	48255	134	48986
5	118	43137	120	43868	124	45331	126	46062	128	46793
4	113	41309	115	42041	119	43503	121	44234	123	44965
3	108	39482	110	40213	114	41675	116	42406	118	43137
2	104	38019	106	38750	110	40213	112	40944	114	41675
1	100	36557	102	37288	106	38750	108	39482	110	40213

For Doctorate add \$ 887 to the MA+60 Salary.

The scheduled increases are dependent upon approved experience in the school system. Such experience is approved through the supervisory report of the immediate supervisor.

2007-08 LONGEVITY

15 YRS.	\$1134
20 YRS.	\$2278
25 YRS.	\$3424
30 YRS.	\$4571
35 YRS.	\$5712

**SALARY SCHEDULE FOR NON-INSTRUCTIONAL SUPERVISORS
(230 Days)**

STEP	2005-06 (0% increase)	2006-07 (1% increase)	2007-08 (1% increase)
1	46,234	46,696	47,163
2	47,781	48,259	48,742
3	49,314	49,807	50,305
4	50,861	51,370	51,884
5	52,539	53,064	53,595
6	54,271	54,814	55,362
7	56,060	56,621	57,187
8	57,912	58,491	59,076
9	59,824	60,422	61,026
10	61,797	62,415	63,039
11	63,774	64,412	65,056
12	65,814	66,472	67,137

LONGEVITY

2005-2006:

15 Years	\$1,112
20 Years	\$2,233
25 Years	\$3,356
30 Years	\$4,481
35 Years	\$5,599

2007-2008:

15 Years	\$1,134
20 Years	\$2,278
25 Years	\$3,424
30 Years	\$4,571
35 Years	\$5,712

2006-2007:

15 Years	\$1,123
20 Years	\$2,255
25 Years	\$3,390
30 Years	\$4,526
35 Years	\$5,655

MUSKEGON PUBLIC SCHOOLS
ADMINISTRATIVE SALARY STRUCTURE

This salary structure is based on the Administrator Base Salary Schedules. Where a range of index is shown, it indicates that 1% of the administrator's base salary, (188.5 day teacher's salary for that individual), is earned each year for administrative experience up to a maximum of ten years credit. Original placement on the administrative index shall be determined by the superintendent, based upon equivalent past experience.

Administrators whose work year extends beyond the standard teachers' contract shall be compensated for the extended employment at a per diem rate (1/188.5), applied to the individual's position on the administrators' salary schedule.

Longevity will be added to the above calculation when the administrator is eligible via the salary step. Longevity amounts are included in the Administrators' contract amount.

Assistant Superintendent 130 – 140 (30% - 40% range)

Executive Director 125 – 135 (25% - 35% range)

PRINCIPALS

Elementary 112-122 (12% - 22% range)
1% is added for each 100 students above 400

Middle School 120-130 (20% - 30% range)
1% is added for each 100 students above 700

Senior High 130-140 (30% - 40% range)
1% is added for each 100 students above 1,000

District EI 112-122 (10% - 20% range)

District Head Start 112-122 (10% - 20% range)

DIRECTORS

<u>Buildings & Grounds</u>	112-122 (12% - 22% range)
<u>Financial Services</u>	120-130 (20% - 30% range)
<u>Special Education</u>	120-130 (20% - 30% range)
<u>Athletic Director</u>	112-122 (12% - 22% range)
<u>Pupil Personnel Services</u>	112-122 (12% - 22% range)

ASSISTANT PRINCIPALS 105-115 (5% - 15% range)

SUPERVISORS 105-115 (5% - 15% range)

NOTES:

1. Administrators with the following additional responsibilities will be compensated as indicated:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
a. Two or more buildings (Principals)	1,010	1,020	1,030
b. Chief spokesman for negotiating team*	1,261	1,274	1,287
c. Member of negotiating team*	844	852	861

* Other than Human Resources staff or Cabinet.