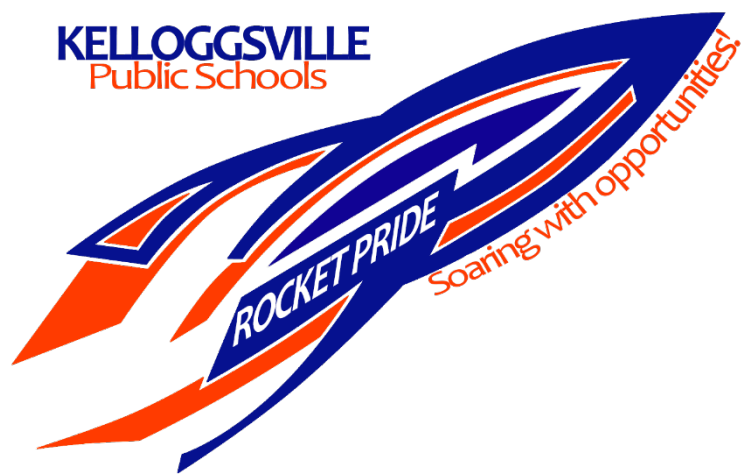


# Kelloggsville Public Schools



## Secretarial/Clerical Employee Group

**Guidelines, Working Conditions & Benefits**

**July 01, 2024 – June 30, 2027**

ARTICLE 1  
RIGHTS

1.0 INTRODUCTION:

1.1 The Board of Education recognizes the following:

- 1.1.1 Management and Control: The Board has the right to manage the school system and its employees, properties and facilities.
- 1.1.2 Relationship to Employees: The Board has the right and authority to hire all employees, subject to the provisions of law, to determine their qualifications, the conditions of their continued employment, their dismissal or demotion, and to promote and transfer all such employees.
- 1.1.3 Terms of Employment: Employees are not under any contract of employment for any specified length of time. They may terminate their employment with the District at any time, with or without cause, and with or without notice. Similarly, the District may terminate the employment of any employee at any time, with or without cause and with or without notice. If an employee voluntarily leaves the District's employment, the employee should notify their supervisor as soon as possible.
- 1.1.4 Administrative Responsibilities: The Board acts through its administrative staff and conveys responsibilities to: the evaluation, discipline, promotion, and termination of employees; and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all of its managerial rights and authority.
- 1.1.5 Nondiscrimination: The provisions of this Handbook and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex (including gender identity and sexual orientation) or marital status or membership in, or associated with, the activities of any employee organization.
- 1.1.6 Religious and Political Discrimination: The Board recognizes that employees shall be entitled to full rights of citizenship and no religious or political activities of any employee or lack thereof shall be grounds of any discipline or discrimination with respect to the professional employment of such employee. The Board recognizes that it is the employee's responsibility to fulfill his/her employment obligations.

1.1.7 Subcontracting of Work: The Board reserves the right to subcontract. In the event the Board elects to subcontract work which would result in the layoff of employees, the Board will give notice of its decision prior to the implementation date.

ARTICLE 2  
LEVELS

2.0 LEVELS OF SECRETARIAL/CLERICAL EMPLOYEES

The levels of secretarial/clerical employees shall be as follows:

2.1 LEVEL 1:

Transportation, Media Center, Elementary Assistants, Middle School Assistants, High School Assistants, and other clerical employees that work less than 30 hours per week for 36 weeks [180 paid days] per school year, or as assigned by the Superintendent.

2.2 LEVEL 2:

Elementary Assistants, Middle School Assistants, High School Assistants, High School Counseling Office, and Athletics that work 30-35 hours per week for 39 weeks [195 paid days] per school year, or as assigned by the Superintendent.

2.3 LEVEL 3:

Elementary, Middle School, High School, Special Services, and 54<sup>th</sup> Street Academy, that work 40 hours per week, or less, for 44 weeks [220 paid days] per school year, or as assigned by the Superintendent.

ARTICLE 3  
WORKING CONDITIONS

3.0 WORKING CONDITIONS AND WORK SCHEDULES:

3.1 Level 1

3.1.1 Level 1 secretary daily hours (starting time, lunch hour, leaving time, hours per day) shall be set by the building principal or immediate supervisor.

3.2 Level 2 & Level 3

3.2.1 Level 2 and Level 3 secretary hours/work day (starting time, lunch hour, leaving time, and hours per day) shall be set by the building principal or immediate supervisor.

3.2.2 The normal work week shall be Monday through Friday.

3.2.3 Additional hours, beyond those described in Article 2, may be scheduled as approved and assigned by the Superintendent.

3.2.4 The rate for the additional time worked will be based on straight time (hourly rate) up to forty (40) hours per week. Work scheduled over forty (40) hours worked in a week shall be compensated at a rate of 1 ½ times the normal rate and will need to be approved by the Superintendent.

3.2.5 The work year shall begin and end as assigned by the building principal or immediate supervisor, as specified by the number of days listed in Article 2. Exceptions may be made by the Superintendent.

3.3 Lunch Period: An employee working five (5) or more hours per day shall receive an unpaid duty-free lunch period exclusive of their scheduled work hours, not less than thirty (30) minutes, but not to exceed sixty (60) minutes. The length of the lunch break shall be set by the immediate supervisor.

3.4 Breaks: Each employee working three (3) hours or more per day shall receive one (1) fifteen (15) minute break per day during the first half of his/her work shift as designated by the supervisor. Additionally, each employee working six (6) or more hours per day shall also receive one (1) fifteen (15) minute break per day during the second half of his/her work shift, as designated by the immediate supervisor.

3.5 Overtime: All overtime must be authorized by the Superintendent, prior to working the hours. Overtime is defined as any time worked beyond forty hours in a work week.

ARTICLE 4  
LEAVES

4.0 LEAVE

Leave time will be awarded, accumulated and used as per the Level designation in Article 2. Average amount of hours worked will be calculated for the amount of leave time awarded.

4.1 Vacation Days: Level 1, 2, and 3 will not be allocated vacation days.

4.2 Sick Days:

4.2.1 Level 1 shall not receive sick days.

4.2.2 Level 2 shall receive six (6) sick days.

4.2.3 Level 3 shall receive twelve (12) sick days.

4.2.4 The leaves listed in 4.2.2 and 4.2.3 will be granted at the beginning of the fiscal year. Sick leave shall be allowed to accumulate without limit. Deductions for leave days shall be in hours. Leave days shall not be charged when unscheduled school cancellation occurs.

4.2.5 Two (2) sick leave days may be used as "Personal Business Days", for Level 3 personnel and one (1) sick leave day may be used for Level 2 personnel, as approved by the Superintendent. These days are subject to the following conditions:

4.2.5.1 The leave is for the purpose of conducting personal business which is not practical to transact during regular working hours.

4.2.5.2 Unacceptable Use: Rendering services, other employment, first or last day of school, first working days preceding or following a vacation period or holiday (exceptions may be made at the discretion of the Superintendent).

4.2.5.3 Application, in writing, should be made to the immediate supervisor who will forward it to the Superintendent. Application must be made five (5) working days in advance of the anticipated absence. In case of emergency the five days may be waived by the Superintendent, however, application should be done as soon as possible.

4.2.5.4 No statement of reason is necessary for any personal day.

4.2.6 Five (5) days per school year may be used for serious illness in the immediate family. This leave shall not be used for child care. –"Immediate family" for this section and the following section shall be interpreted to include the following:

IMMEDIATE FAMILY

<b><i>Not Chargeable</i></b>	<b><i>Chargeable</i></b>
Spouse	Sister-in-law
Parent	Brother-in-law
Child/Stepchild	Daughter-in-law & Son-in-law
Grandchild	Any other persons in household
Brother/Sister	Niece & Nephew
Step-Parent	Aunt & Uncle
Mother-in-law & Father-in-law	Cousin
Grandparent	

4.2.7 One (1) day may be used for attendance at the funeral of a person outside the employee's immediate family--two (2) such days may be used each year.

4.2.8 Leave, with pay and time ***not chargeable*** against the employee's allowance, shall be granted for a maximum of five (5) days for death of immediate family as listed in 4.2.6.

4.2.9 Leave, ***chargeable*** against the employee's allowance, shall be allowed, but not exceed five (5) days for each occurrence for the death of immediate family as listed in 4.2.6.

4.3 Jury Duty

4.3.1 An employee called for jury duty or to give testimony before a judicial tribunal shall be compensated for the difference between the salary and the compensation received for the performance of such obligation. Compensation from the court for mileage and meals shall not be included.

4.3.2 Time spent on jury duty shall not be chargeable against the employee's leave allowance provided such service was not volunteered by the employee.

4.4 Floating Paid Days

4.4.1 Level 3 secretaries will be allocated six (6) floating paid days for use over identified breaks, based on the calendar provided by the Superintendent or Designee.

4.5 Child Care and Medical Leave:

Secretaries seeking an unpaid leave of absence for medical purposes or childcare shall apply in writing to the Superintendent or designee, under the following conditions:

4.5.1 Eligibility – Secretaries shall have a minimum of one (1) year of employment with the district to be eligible for unpaid leaves unless waived by the Superintendent or designee. A medical leave of absence shall be accompanied by a doctor’s statement confirming the need for the leave.

4.5.2 Duration – Such leaves shall be limited to one (1) year unless an extension is approved by the Superintendent or designee. Any medical leave of five (5) business days or more shall require a doctor’s statement regarding the employee’s ability to return to work. To the extent possible, the employee will provide the Board with the anticipated date of return to work. The employee will give at least thirty (30) days notice of intent to return unless mutual consent by the employee and the Board can be reached for an earlier return. Failure to return on a specified date, without good reason, shall constitute a voluntary resignation.

4.5.3 Insurance – The employee may continue to pay the insurance premiums during the period of unpaid leave, as specified by law.

4.5.4 Return from Leave – Secretaries returning from leave shall be reinstated to their former position, provided the position is available. If such position is not available, the employee will be assigned to a comparable position giving due consideration to the person’s qualifications.

4.6 Military Leave:

4.6.1 Military leaves of absence without pay for state or national emergencies shall be granted to the employee who shall be inducted or shall enlist for military duty in any branch of the armed forces until his/her normal military obligation, under law is fulfilled.

4.6.2 Employees on such military leave shall be given the benefit of any increments and leave allowances which would have been attained by them had they remained in active service to the school system. These benefits are not intended to apply to "career" service people.



4.7 Terminal Leave:

4.7.1 Secretaries who leave the Kelloggsville School system after five (5) full years of service shall be compensated for any unused accumulated leave at the rate of \$10.00 for each day. Notice must be given by July 1 in order to qualify for this provision unless given special permission by the Board.

4.7.2 Secretaries who retire, as defined by the ORS and State of Michigan, from the Kelloggsville Public School system after five (5) years of Kelloggsville service shall be compensated for any unused accumulated sick leave, and years of service, at the following rates:

4.7.2.1

<b>Number of Days</b>	<b>Amount Per Day</b>
1 through and including 49 days =	\$30
50 through and including 99 days =	\$35
100 through and including 149 days =	\$40
150 through and including 199 days =	\$45
200 + days =	\$50

4.7.2.2

<b>Years of Service</b>	<b>Amount Per Service Year</b>
5 through and including 10 years =	\$35
11 through and including 15 years =	\$40
16 through and including 20 years =	\$45
21 through and including 25 years =	\$50
26 through and including 30 years =	\$55
31 + years =	\$60

4.7.3 Payment for all accumulated leave days or years of service shall be at the highest rate achieved at the date of severance.

4.7.4 In the event of a retirement, notice must be given by May 1 in order to qualify for the provisions in 4.7.2 and 4.7.3, unless given special permission by the Board.

4.7.5 In the case of a death of an eligible secretary under sections 4.7.2 and 4.7.3, all benefits will be paid to the employee's estate/beneficiary.

4.7.6 Secretaries eligible under section 4.7.2 and 4.7.3 will not be eligible for payment under section 4.7.1.

ARTICLE 5  
HOLIDAYS

5.0 Paid Holidays

Secretarial/clerical employees will have the following days off with pay: (part-time employees will be paid on a prorated basis)

5.1 Level 1 will not be allocated paid holidays.

5.2 Level 2 will be allocated the following holidays:

5.2.1 The day before Thanksgiving

5.2.2 Thanksgiving (Thursday)

5.2.3 Christmas Eve Day

5.2.4 Christmas Day

5.2.5 New Year's Eve Day

5.2.3 New Year's Day

5.3 Level 3 will be allocated the following holidays:

5.3.1 Friday Prior to Labor Day

5.3.2 Labor Day

5.3.3 The day before Thanksgiving

5.3.4 Thanksgiving

5.3.5 The day following Thanksgiving

5.3.6 Christmas Eve

5.3.7 Christmas Day

5.3.8 New Year's Eve

5.3.9 New Year's Day

5.3.10 The Friday before Spring Break

5.3.11 Memorial Day

5.4 Level 3 will follow the school calendar for Christmas Break and Spring Break. Allocated holidays listed in section 5.3 and floating paid days listed in section 4.4.2 will be included in the 220 paid days.

The above days are paid only if the employee has worked their regularly scheduled workday before and after the holiday and/or vacation time is used and approved by the Superintendent.

ARTICLE 6  
BENEFITS

6.0 BENEFITS:

- 6.1 Level 1 employees will not qualify for benefits.
- 6.2 Level 2 employees shall receive Cash-in-Lieu of (CILO) as listed in 6.7.2.
- 6.3 Level 3 employees shall receive benefits on a pro-rated basis.
- 6.4 A letter from the spouse's employer stating that he/she is not covered by their own insurance plan is needed before a working spouse can be insured by Kelloggsville Public School's insurance carrier.
- 6.5 The insurance coverage provided by Kelloggsville Public Schools shall be for Level 3 employees for 12 months and shall be terminated upon the employee's termination.
- 6.6 Benefits that Level 3 employees may qualify:

6.6.1 Health Insurance (Schedule B) shall be pro-rated on the basis of hours worked:

6.6.1.1 The Board will pay a premium amount that will not exceed the amounts permitted by State law for the "hard cap" for Full Family, Self and Other, and Single. The hard cap shall be for the fiscal years of 2024-25, 2025-26, and 2026-27.

6.6.1.2 Pro-rated Cap

<u>Hours</u>	<u>% of Coverage and Hard Cap</u>
40	100%
39	97.5%
38	95%
37	92.5%
36	90%

6.6.2 Dental Insurance (Schedule B) shall be pro-rated on the basis of hours worked:

6.6.2.1 The Board shall make premium contributions for dental insurance for 2024-25, 2025-26, and 2026-27. The Board's contribution shall be as follows:

6.6.2.2

<u>Hours</u>	<u>% of Coverage and Hard Cap</u>
40	100%
39	97.5%
38	95%
37	92.5%
36	90%

6.6.3 Vision Insurance (Schedule B) shall be pro-rated on the basis of hours worked:

6.6.3.1 The Board shall make premium contributions for vision insurance for 2024-25, 2025-26, and 2026-27. The Board's contribution shall be as follows:

6.6.3.2

<u>Hours</u>	<u>% of Coverage and Hard Cap</u>
40	100%
39	97.5%
38	95%
37	92.5%
36	90%

6.6.4 Disability and Life Insurance (Schedule B) premiums shall be paid by the Board for Level 3 employees.

6.7 Cash-in-Lieu of (CILO)

6.7.1 CILO will be paid to Level 3 employees for the forfeit of health insurance and will be pro-rated on a schedule of hours worked.

6.7.1.1

<u>Hours</u>	<u>Full Family</u>	<u>Self &amp; Other</u>	<u>Single</u>
40 (100%)	\$4,200	\$3,000	\$1,700
39 (97.5%)	\$4,095	\$2,925	\$1,658
38 (95%)	\$3,990	\$2,850	\$1,615
37 (92.5%)	\$3,885	\$2,775	\$1,573
36 (90%)	\$3,780	\$2,700	\$1,530

6.7.2 CILO will be paid to Level 2 employees in the amount of \$2,350.

6.8 COBRA Coverage:

- 6.8.1 Upon termination of employment, reduction in work hours, death, divorce, legal separation from spouse, eligibility for Medicare, or termination of "dependent child" status, an employee, and/or spouse and children, may be eligible for temporary health insurance "continuation coverage" under Federal Law.

The employee, and/or spouse and children have sixty (60) days from the date of a qualifying occurrence, to notify the business office of his/her desire to continue coverage. Continuation coverage will be at the employee's expense under the provisions as stipulated by law. The regular monthly subscriber group rate plus 1 must be paid to the business office by the 15th of the month prior to the month of coverage.

- 6.8.2 All benefits and coverage shall be subject to and conditioned upon proper application by the employee for coverage and acceptance of the application by the carrier. All benefits and coverage shall be subject to and conditioned by the terms and provision of the policy and regulations of the carrier.
- 6.8.3 The Board, by payment of the premiums required for insurance protection, shall be relieved of all liability with respect to the benefits and coverage provided. Disputes between employees and the insurance company are not subject to procedures established in this Handbook.

ARTICLE 7  
SNOW DAYS

7.0 SNOW DAYS:

- 7.1 Level 1, 2, and 3 will not have to report to work. All Levels will receive their normal rate of pay for days on which schools are closed due to an Act of God and which will be counted as days of pupil instruction for purposes of State Aid.

ARTICLE 8  
QUALIFICATIONS

8.0 QUALIFICATIONS:

- 8.1 Minimum qualifications for a secretarial/clerical worker in Levels 1, 2, and 3 shall be a high school graduate with courses in typing-keyboarding, word processing, and secretarial subjects. They shall be familiar with general office work, have the ability to assume responsibility for office methods and results, and shall be able to conduct good public relations.
- 8.2 A job description of the responsibilities of the secretaries/clerks shall be listed in the district's job description handbook.

ARTICLE 9  
EXPERIENCE

9.0 EXPERIENCE:

- 9.1 Experience shall not be a prerequisite for employment unless, in the opinion of the Superintendent, the position is deemed to require it, or unless specifically stated as a job requirement listed in the job description.
- 9.2 Credit for Experience: An employee who has had experience or training that makes her/him more valuable than a beginning employee may be employed at a salary above the beginning rate taking into consideration the value of the experience or training. Credit for experience from outside the school system shall be allowable, at the discretion of the Superintendent.
- 9.3 Credit for secretarial or clerical experience, from within the Kelloggsville School District or when a change in classification is made, with the Superintendent's approval.



ARTICLE 10  
EVALUATIONS

10.0 EVALUATION:

- 10.1 The immediate supervisor shall evaluate the employee prior to the end of each school year.
- 10.2 If there is a significant problem, an evaluation shall be made when the problem is evident.
- 10.3 The employee will receive a copy of the completed performance evaluation and will sign the form to indicate that he/she has reviewed it. The signature doesn't mean the employee agrees with the content of the evaluation.
- 10.4 An employee may submit written comments, within ten (10) working days of receiving the evaluation, regarding the contents of the evaluation. This document will be attached to the evaluation and placed in the employee's personnel file.
- 10.5 Progress from step to step on the salary scale will depend on the performance evaluation and recommendation of the Superintendent.

ARTICLE 11  
SUSPENSIONS AND DISMISSALS

11.0 SUSPENSION AND DISMISSAL:

- 11.1 An employee may be suspended without pay by his/her supervisor subject to the approval of the Superintendent of Schools. The supervisor shall file the reason for the suspension with the Superintendent. The suspended or dismissed employee may file a written request for a hearing with the Board within ten (10) days.
- 11.2 Any employee who has been dismissed for cause shall be ineligible to apply for re-employment.
- 11.3 Any person whose employment is terminated for any reason other than for leave of absence, as provided in these guidelines, forfeits all accrued rights and privileges, including sick leave, benefits, etc.

ARTICLE 12  
RESIGNATION

12.0 RESIGNATION:

- 12.1 A written notice of resignation shall be submitted to the Superintendent at least fifteen (15) days prior to the effective date of the resignation.
- 12.2 Such notice may be waived under extenuating circumstances.

ARTICLE 13  
RETIREMENT

13.0 RETIREMENT:

- 13.1 An employee who has reached the age of retirement, as defined by the ORS and State of Michigan, before completing the service requirements as established by law or by Board policy, and who wishes to continue in the employment of the Board in order to complete the service requirements may make an application for the necessary extension of the employment period. The Board of Education shall consider the application and take such action as it deems best.

ARTICLE 14  
YEARS OF SERVICE

14.0 YEARS OF SERVICE:

14.1 Years of service shall be defined as the amount of continuous service to the district from the employee's most recent date of hire in his/her employee group.

ARTICLE 15  
PROBATIONARY PERIOD

15.0 PROBATIONARY PERIOD:

- 15.1 Any employee employed on a regular part-time or full-time basis shall serve a sixty (60) workday probationary period. If a probationary employee is absent during the probationary period, the probationary period shall be extended accordingly.
- 15.2 Probationary employees shall have no other benefits until the successful completion of the probationary period. Any benefits that the employee may be eligible for shall begin at the completion of the probationary period, including but not limited to; sick leave, holiday pay, insurance benefits or CILO.
- 15.3 If at any time prior to the completion of the probationary period the employee's work performance is unacceptable, he/she may be subject to termination upon recommendation of the immediate supervisor or other administrative representative of the school district. The termination of a probationary employee is not subject to any "Complaint" or "Grievance" procedure.

ARTICLE 16  
LAYOFF & RECALL

16.0 LAYOFF & RECALL:

- 16.1 Layoff shall be defined as a reduction in the work force.
- 16.2 Layoff and Recall Procedure: Layoff and recall will be based on qualifications of the employee. Years of service may be considered in this process if the qualifications are equal. If the qualifications are equal the employee with less service will be placed on layoff first.
- 16.3 Layoff Notice: Employees to be laid off, shall be given at least ten (10) working days notice prior to the effective date of layoff.
- 16.4 Employees who are laid off shall remain on a recall list for a period of three years. If an employee on the recall list is offered a position in that time and chooses to reject it, he/she will then be removed from the recall list.

ARTICLE 17  
VACANCIES/ASSIGNMENTS

17.0 VACANCIES/ASSIGNMENTS:

- 17.1 Postings: All vacancies in positions shall be posted in a conspicuous place in each building for a period of five (5) working days. Notification of all positions shall be available by electronic email to all district staff. The posting shall contain the following information:
- 17.1.1 Classification;
  - 17.1.2 Location of work;
  - 17.1.3 Starting date;
  - 17.1.4 Anticipated number of hours to be worked;
  - 17.1.5 Minimum qualifications per job descriptions;
  - 17.1.6 Rate of pay.
- 17.2 Application: Interested employees may apply in writing to the superintendent or designee, within the five (5) day posting period.
- 17.3 Qualifications: Vacancies shall be filled with the "best qualified" applicant. Applications from all current employees shall be considered. "Qualifications" shall be defined by the Board and stated in the applicable job descriptions.
- 17.4 Transfers: The employer may transfer employees from one classification to another. The Board reserves the right to transfer employees from one building to another or from one program to another.



ARTICLE 18  
PAYMENT OF SALARY

18.0 PAYMENT OF SALARY:

18.1 The wages and/or salary of an employee shall be paid on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of every month for the 2024-25 school year and bi-weekly for years 2025-26 and 2026-27.

ARTICLE 19  
ELECTRONIC COMMUNICATIONS

19.0 ELECTRONIC COMMUNICATIONS:

- 19.1 Telephone facilities shall be made available to staff for their personal use. Computers provided to employees by the Board should be reserved for professional use. Personal communication devices should not be used during work time. Staff are solely responsible for the care and security of their personally owned communication devices. Internet, social media and e-mail use will be governed by Board guidelines.

ARTICLE 20  
SUGGESTION & COMPLAINT PROCEDURES

20.0 PROCEDURE FOR SUGGESTIONS AND COMPLAINTS:

- 20.1 Any employee may discuss a suggestion and complaint with his/her immediate supervisor.
- 20.2 If a complaint or suggestion is not addressed to the employee's satisfaction, following the discussion with the supervisor, the employee may reduce the matter to writing. The written statement shall be presented to the supervisor and a copy forwarded to the Superintendent of Schools.
- 20.3 The Superintendent may arrange a meeting with the employee and supervisor to discuss the suggestion or complaint.
- 20.4 The employee shall have the full opportunity to be heard at each step of this procedure. The steps of this procedure shall be done in a timely matter and not to exceed ten (10) working days at any one step. If the ten (10) day limit is exceeded the suggestion or complaint will be deemed abandoned.

ARTICLE 21  
WORKERS COMPENSATION GUIDELINES

21.0 WORKERS COMPENSATION GUIDELINES:

- 21.1 Any unit member injured on the job shall report such injury to the supervisor and the Central Administration Office. All reports must be filed at the Central Office as soon as possible after the incident has occurred but no later than the next working day.
- 21.2 Should a secretary/clerical unit member injury require loss of time and result in the unit member receiving worker's compensation benefits, said compensation shall be reported by the unit member to the Central Office immediately upon receipt. The first ten (10) days following the injury will not be deducted from sick leave

ARTICLE 22  
DURATION

This Agreement shall be effective upon ratification and implementation on 01 July 2024 and shall continue in effect for three (3) years; 30 June 2027.

This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. However, upon mutual consent of both parties to the Agreement, renegotiations of part or all of this Agreement may take place at any time during the term of this agreement.

Board of Education Representatives + Date

Secretarial/Clerical Employee Group + Date

\_\_\_\_\_  
BOE President

\_\_\_\_\_  
Secretarial/Clerical Representative

\_\_\_\_\_  
BOE Secretary

\_\_\_\_\_  
Secretarial/Clerical Representative

\_\_\_\_\_  
Superintendent

Secretary  
Schedule A Salary

**Secretary  
Salary Schedule A**

Level	Step	Position	2024-25	2025-26	2026-27
			Hourly Rate	Hourly Rate	Hourly Rate
<b>Level 1</b>	1	<b>Level 1:</b>	\$14.30	\$14.30	\$14.30
	2	30 Hours or Less Per Week	\$14.75	\$14.75	\$14.75
	3	36 Weeks	\$14.90	\$15.20	\$15.20
	4	180 Days	\$15.05	\$15.50	\$15.65
	5	Or as assigned by Supt.	\$15.20	\$15.65	\$15.95
	6		\$15.35	\$15.80	\$16.45
	7		\$15.50	\$15.95	\$16.60
	8		\$15.65	\$16.10	\$16.80
	9		\$15.80	\$16.30	\$16.95
	10		\$15.95	\$16.45	\$17.10

<b>Level 2</b>	1	<b>Level 2:</b>	\$15.40	\$15.40	\$15.40
	2	30-35 Hours Per Week	\$15.85	\$15.85	\$15.85
	3	39 Weeks	\$16.05	\$16.35	\$16.25
	4	195 Days	\$16.25	\$16.55	\$16.85
	5	Or as assigned by Supt.	\$16.50	\$16.75	\$17.05
	6		\$16.70	\$17.00	\$17.25
	7		\$16.90	\$17.20	\$17.50
	8		\$17.10	\$17.40	\$17.70
	9		\$17.30	\$17.60	\$17.90
	10		\$17.50	\$17.80	\$18.15

<b>Level 3</b>	1	<b>Level 3:</b>	\$17.90	\$17.95	\$18.00
	2	40 Hours Per Week, or Less	\$18.40	\$18.45	\$18.50
	3	44 Weeks	\$19.10	\$18.95	\$19.00
	4	220 Days	\$19.85	\$19.65	\$19.50
	5	Or as assigned by Supt.	\$20.55	\$20.45	\$20.25
	6		\$21.30	\$21.15	\$21.05
	7		\$22.00	\$21.95	\$21.80
	8		\$22.70	\$22.66	\$22.60
	9		\$23.45	\$23.40	\$23.50
	10		\$24.15	\$24.15	\$24.10
	11		\$24.85	\$24.90	\$24.90
	12		\$25.60	\$25.60	\$25.65
	13		\$26.15	\$26.35	\$26.35
	14			\$26.95	\$27.15
	15				\$27.75

		<b>Sub-Secretary Hourly Rate</b>	\$16.00	\$16.00	\$16.00
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		<b>Longevity</b>			
		Years Completed in Secretarial Group			
		6-9 Years	\$0.25	\$0.25	\$0.25
		10-14 Years	\$0.30	\$0.30	\$0.30
		15-19 Years	\$0.35	\$0.35	\$0.35
		20-24 Years	\$0.40	\$0.40	\$0.40
		25 + Years	\$0.45	\$0.45	\$0.45

		<b>Leadership Stipend</b>	\$1,000	\$1,000	\$1,000
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Secretary  
Schedule B Insurance



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## KELLOGGSVILLE PUBLIC SCHOOLS SCHEDULE OF MEDICAL BENEFITS

Exclusive Provider Organization (EPO) High Deductible Health Plan (HDHP) Effective Date:

January 1, 2024

Benefit Year: The 12-month period beginning each January 1 and ending each December 31.

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**EPO Benefits** are provided or coordinated by your primary care provider ("PCP") or provided by a participating provider for office services. Services may require prior certification with the Benefit Administrator (except in a medical emergency). For a directory of Priority Health participating providers, call the Customer Service Department at 616 956-1954 or 800 956-1954 or access the Find a Doctor tool on the Priority Health website at [priorityhealth.com](https://priorityhealth.com).

**Prior Certification:** Prior certification is required for all inpatient hospital or facility services. Providers must access the Priority Health provider portal to prior certify services. You do not need prior certification from the Benefit Administrator for hospital stays for a mother and her newborn of up to 48 hours following a vaginal delivery and 96 hours following a cesarean section. Other services requiring prior certification are:

- Home Health Care
- Transplants
- Advanced Diagnostic Imaging
- Skilled Nursing, Sub acute & Long-term Acute Facility Care Services
- Inpatient Rehabilitation Care
- Prosthetic Devices over \$1,000
- Durable Medical Equipment over \$1,000
- Certain Surgeries and Treatments
- Clinical Trials (all stages) for Cancer or a Life-threatening Illness/Condition

The full list of services that require prior certification is included in the Plan Document and Summary Plan Description (PDSPD) and may be updated from time to time. A current listing is also available by calling the Priority Health Customer Service Department at 616 956-1954 or 800 956-1954. Other services may be prior certified by you or your provider to determine medical/clinical necessity before treatment. Prior certification is not a guarantee of coverage or a final determination of benefits under this Plan.

If you are receiving intensive treatment for mental health services, including inpatient hospitalization and partial hospitalization, your PCP must notify the Behavioral Health Department as soon as possible at 616 464-8500 or 800 673-8043 for assistance.

### **Deductibles:**

The deductible is the dollar amount of covered services you must incur during the benefit year before benefits will be paid. The deductible is applicable to all covered services except:

- Preventive health services that are listed in Priority Health's preventive health care guidelines.
- Routine maternity services provided in your physician's office (deductible will apply to delivery, facility charges and anesthesia charges associated with the delivery).

If you have individual coverage, you must meet the individual deductible below. If you have more than one person in your family, you have family coverage and only the family deductible applies. The family deductible can be satisfied by only one family member or by any combination of family members.

The deductible amounts renew each benefit year. This plan does not carry over any deductible amounts incurred in the prior benefit year.

The deductible will include any monies paid for covered pharmacy services.

**Out-of-Pocket Maximums:**

The out-of-pocket maximum limits the total amount of covered expenses that you or your covered dependents will pay during a benefit year. Once the applicable out-of-pocket maximum is met, all further medical and pharmacy covered services for that benefit year will be paid at 100% without requirement of copayment.

If you have individual coverage, you must meet the individual out-of-pocket maximum below. If you have more than one person on your contract, you have family coverage and only the family out-of-pocket applies. The family out-of-pocket can be satisfied by only one family member or by any combination of family members.

Your out-of-pocket maximum renews each benefit year.

Notwithstanding the above, the following out-of-pocket costs do not apply towards the out-of-pocket maximum: Expenses that are not covered and services that exceed the annual day or dollar benefit maximums for a specific benefit (denied as noncovered services).

The following information is provided as a summary of benefits available under your plan. This summary is not intended as a substitute for your PDSPD. It is not a binding contract. Limitations and exclusions apply to benefits listed below. A complete listing of covered services, limitations and exclusions is contained in the PDSPD and any applicable amendment to the Plan.

<b>BENEFITS</b>	
<b>Deductibles</b>	\$ 1 ,600 per individual; \$3,200 per family per benefit year.
<b>Benefit Percentage Rate</b>	90% paid by the plan; 10% paid by the participant, unless otherwise noted.
Out-of-Pocket Limits (Includes deductible, coinsurance and copayment expenses.	\$2,600 per individual; \$5,200 per family per benefit year.
<b>BENEFITS</b>	
<b>Preventive Health Care Services</b> - Preventive Health Care Services are described in Priority Health's Preventive Health Care Guidelines available online at <a href="http://priorityhealth.com">priorityhealth.com</a> or you may request a copy from the Customer Service Department. Priority Health's Guidelines include preventive services required by legislation. The list below also includes	

procedures approved by your Employer in addition to those included in the Priority Health Guidelines.	
Routine Adult Physical Exams, Screening and Counseling	Covered at 100%. Deductible does not apply.
Women's Preventive Health Care Services	Covered at 100%. Deductible does not apply.
Routine Laboratory Tests, Screening and Counseling	Covered at 100%. Deductible does not apply.
Routine Prostate-Specific Antigen PSA	Covered at 100%. Deductible does not apply.
Well Child and Adolescent Care, Screening and Assessments	Covered at 100%. Deductible does not apply.
Immunizations	Covered at 100%. Deductible does not apply.
Certain Drugs and Medications	Covered at 100%. Deductible does not apply.
Diabetic Care Services Program Provided by Virta Health only.	Covered at 100%. Deductible does not apply.
<b>Medical Office/Home Services</b>	
Your Primary Care Provider (PCP) -Office Visit (Your selected or assigned PCP and/or PCP Practice. Face-to-face visit.	Covered at 90% after deductible.
Virtual Care Services (Telehealth includes telephonic and telemedicine.) (Including medication management visits.	Covered at 100% after deductible.
Retail Health Clinic Visits (Located within the United States	Covered at 90% after deductible.
Specialists and Providers Other Than Your PCP and/or PCP Practice - Office Visits Face-to-face visit.	Covered at 90% after deductible.
Office Surgery	Covered at 90% after deductible.
Office Injections	Covered at 90% after deductible.
Allergy Injections	Covered at 90% after deductible.
Allergy Testing and Serum	Covered at 90% after deductible.
Diagnostic Radiology and Lab Services (Performed in physician's office or free standing facility	Covered at 90% after deductible.

Advanced Diagnostic Imaging Services (Includes MRI, CAT scans, PET scans, CT/CTA and Nuclear Cardiac Studies.) (Performed in physician's office or freestanding facility.) Prior certification re uired.	Covered at 90% after deductible.
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<b>BENEFITS</b>	
<b>Medical Office/Home Services continued</b>	
<b>Obstetrical Services by Physician</b> (Including prenatal and postnatal care.)	Routine prenatal and postnatal visits are covered at 100%, deductible waived under the Preventive Health Care Services benefits above. See the Hospital Services section for facility and physician benefits related to obstetrical services, including delivery and nurse services.
<b>Maternity Education Classes</b>	Attendance at an approved maternity education program is covered at 100% after deductible.
<b>Education Services</b> (Other than as provided in Priority Health's Preventive Health Care Guidelines.	Covered at 90% after deductible.
<b>Hospital Services</b>	
<b>Inpatient Hospital and Inpatient Longterm Acute Care Services</b> Prior certification is required except in emergencies or for hospital stays for a mother and her newborn of up to 48 hours following a vaginal delivery and 96 hours following a cesarean section.	Covered at 90% after deductible.
Inpatient Professional and Surgical Charges	Covered at 90% after deductible.
<b>Human Organ Tissue Transplants</b> Covered only with prior certification from Benefit Administrator.	Covered at 90% after deductible.
<b>Approved Clinical Trial Expenses</b> (Routine expenses related to approved clinical trial.	Covered at 90% after deductible.
<b>Outpatient Hospital Care and Observation Care Services</b> (Including ambulatory surgery center facility charges.	Covered at 90% after deductible.
Outpatient Hospital Professional and Surgical Charges	Covered at 90% after deductible.
<b>Maternity Services in Hospital</b> Delivery, facilities and anesthesia services.	Covered at 90% after deductible.

Hospital Diagnostic Laboratory & Radiology Services	Covered at 90% after deductible.
<b>Hospital Advanced Diagnostic Imaging Services</b> (Includes MRI, CAT scans, PET Scans, CT/CTA and Nuclear Cardiac Studies.) Prior certification required for outpatient services.	Covered at 90% after deductible.
<p>Certain Surgeries and Treatments</p> <ul style="list-style-type: none"> <li>○ Bariatric Surgery*</li> <li>○ Reconstructive Surgery: blepharoplasty of upper eyelids, breast reduction, panniculectomy* rhinoplasty*, septorhinoplasty* and surgical treatment of male gynecomastia.</li> <li>○ Skin Disorder Treatments: Scar revisions, keloid scar treatment, treatment of hyperhidrosis, excision of lipomas, excision of seborrheic keratoses, excision of skin tags, treatment of vitiligo and port wine stain and hemangioma treatment.</li> <li>○ Varicose Veins Treatments</li> <li>○ Sleep Apnea Treatment Procedures</li> </ul>	<p>Covered at 90% after deductible.</p> <p>*Prior certification required for bariatric surgery, panniculectomy, rhinoplasty and septorhinoplasty.</p> <p>Additional limitations may apply.</p> <p>Coverage is limited to one bariatric surgery per lifetime unless medically/ clinically necessary.</p>
<b>BENEFITS</b>	
<b>Medical Emergency and Urgent Care Services</b>	
Emergency Room Services	Covered at 90% after deductible. Reasonable and customary limitations apply for services provided by a non-participating provider.
Ambulance Services	Covered at 90% after deductible. Reasonable and customary limitations apply for services provided by a non-participating provider.
Urgent Care Facility Services	Covered at 90% after deductible.
Behavioral Health Services - Prior certification by our Behavioral Health Department is required, except in emergencies for inpatient services as noted below: Call 616 464-8500 or 800 673-8043.	
<b>Inpatient Mental Health &amp; Substance Use Disorder Services</b> (Including subacute residential treatment facility and partial hospitalization.) Prior certification required except in emergencies.	Covered at 90% after deductible.
<b>Outpatient Mental Health Services</b> (Face-to-face visit)	<p>The first three visits (within 90 days of discharge) from a network hospital for mental health inpatient care are covered at 100% after deductible. Visits thereafter apply as noted below.</p> <p>Covered at 90% after deductible.</p>

<b>Outpatient Substance Use Disorder Services</b> Face-to-Face Visit	Covered at 90% after deductible.
<b>Family Planning and Reproductive Services</b>	
<b>Infertility Counseling &amp; Treatment</b> (Covered for diagnosis and treatment of underlying cause only)	Covered at 50% after deductible. Prescription drugs for infertility treatment paid as shown under the prescription drug benefits shown below.
<b>Vasectomy</b> Covered only when performed in physician's office or when in connection with other covered inpatient or outpatient surgery.	Covered at 90% after deductible.
<b>Tubal Ligation/Tubal Obstructive Procedures</b> (Included as part of the Women's Preventive Health Services benefits.)	Covered at 100%, deductible waived when performed at outpatient facilities.  If received during an inpatient stay, only the services related to the tubal ligation/tubal obstructive procedures are covered at 100%, deductible waived.
<b>Birth Control Services Medical Plan</b> (i.e. doctor's office) (Included as part of the Women's Preventive Health Services benefits.) Includes; diaphragms, implantables, injectables, and IUD (insertion and removal), etc.	Covered at 100%, deductible waived.
Elective Abortions	Not covered.
<b>Rehabilitative Medicine Services — Not related to Autism Treatment</b>	
Physical and Occupational Therapy	Covered at 90% after deductible up to a benefit maximum of 60 visits per benefit year.
Speech Therapy	Covered at 90% after deductible up to a benefit maximum of 60 visits per benefit year.
Cardiac Rehabilitation and Pulmonary Rehabilitation	Covered at 90% after deductible up to a benefit maximum of 60 visits per benefit year.
Chiropractic and Osteopathic Manipulation Services Includes maintenance care.	Covered at 90% after deductible up to a benefit maximum of 30 visits per benefit year.

<b>BENEFITS</b>	
<b>Services Related to the Treatment of Autism Spectrum Disorder</b>	
Physical and Occupational Therapy for the Treatment of Autism Spectrum Disorder	Covered at 90% after deductible.
Speech Therapy for the treatment of Autism Spectrum Disorder	Covered at 90% after deductible.
Applied Behavior Analysis (ABA) for the treatment of Autism Spectrum Disorder Prior certification re uired.	Covered at 90% after deductible.
<b>Other Services</b>	
<b>Durable Medical Equipment</b> Prior certification is required for charges over \$1 000.	Covered at 100% after deductible.
<b>Prosthetic &amp; Orthotic/Support Devices</b> Prior certification is required for charges over \$1 000.	Covered at 100% after deductible.
Temporomandibular Joint Dysfunction or Syndrome Treatment	Covered at 50% after deductible.
Orthognathic Treatment	Covered at 50% after deductible.
<b>Non-Hospital Facility Services</b> — Including skilled nursing care services received in a: <ul style="list-style-type: none"> <li>○ Skilled Nursing Care Facility</li> <li>○ Subacute Facility</li> <li>○ Inpatient Rehabilitation Facilities</li> <li>○ Treatment</li> <li>○ Hospice Facilities</li> </ul> (Combined maximum for all services.) Prior certification required, except Hospice Facilities.	Covered at 90% after deductible up to a maximum of 90 days per benefit year.
<b>Home Health Services and Infusion Therapy</b> (Including hospice services, excluding rehabilitative medicine.) Prior certification required, except hospice services.	Covered at 90% after deductible.
Custodial Care/Private Duty Nursing/Home Health Aides	Not covered.
Hearing Care Services	One hearing exam, one audiometric exam and one basic hearing aid per ear every 36 months. Hearing and audiometric exams covered full. Hearing aid covered in full to a maximum benefit of \$1 ,500 for monaural and

	\$2,542 for binaural hearing aids every 36 months. Deductible waived.
<b>Pharmacy Benefits — Participating Pharmacies</b>	
<p><b>Prescription Drugs</b> — Managed Formulary Includes disposable needles and syringes for diabetics and infertility medications.</p> <ul style="list-style-type: none"> <li>• CGM available at pharmacy only, covered at 100%.</li> <li>• Excludes select sexual dysfunction medications.</li> <li>• Any medications provided in Priority Health's Preventive Health Care Guidelines, including certain women's prescribed contraceptive methods are covered at 100%, copayments waived.</li> <li>• Brand-name contraceptives (except those without a generic equivalent) are subject to applicable copayments.</li> <li>• Expenses for non-covered prescription drugs will not be applied towards your deductible or out-of-pocket maximum.</li> </ul>	<p>Covered prescription drugs apply to the deductible and the out-of-pocket maximum. Copayments apply after the deductible has been satisfied.</p> <p><u>Retail Pharmacy (up to 31 days):</u> Tier 1 Drugs: \$10 copayment Tier 2 - 5 Drugs: \$40 copayment</p> <p><u>Infertility Drugs:</u> 50% copayment</p> <p><u>Mail Service Program (.90 days):</u> Tier 1 Drugs: \$20 copayment Tier 2 - 3 Drugs: \$80 copayment</p> <p>For information about the mail order program, visit their website at <a href="http://expressscripts.com">expressscripts.com</a>.</p>



SaveOn Specialty Drug Program	<p>Filled through Accredo - specialty drug mail-order pharmacy.</p> <p>Copayments vary based on the specific drug, but will be \$0 if you sign up for the SaveonSP Program. Any copayment will not apply to your out-of-pocket limit (but copayment will be \$0 if you use the SaveonSP program).</p> <p>If you qualify for this program, you will be contacted by SaveonSP, otherwise for further details lease call SaveonSP at 1-800-683-1074.</p>
<p>Pursuant to IRS Publication 969 — Health Savings Accounts and Other Tax-Favored Health Plans — participation in a prescription drug plan that provides benefits before the deductible is met makes the plan disqualifying coverage since it's not a high deductible health plan, and may make you ineligible to contribute tax-free dollars to a health savings account due to your HSA losing its tax exemption. Contributions made to an HSA that lost its tax exemption, either on behalf of an individual, or by an individual who is not eligible for an HSA under IRS rules will be treated as taxable income. Please consult our tax advisor.</p>	
<p><b>Coverage Information</b></p>	
Waiting Period Requirement	<p><u>Administration:</u> Date of hire.  <u>Support/Secretarial:</u> 60 days following date of hire.</p>
Full-Time Employee	30 hours worked per week.
Retiree Coverage	Not applicable.
Dependent Children	Covered up to the end of the month in which they turn age 26. Age 26 and older covered if mentall or h sicall inca acitated de endent.
Motor Vehicle Injuries	Plan shall pay primary to any motor vehicle insurance.
Motorcycle Injuries	Plan shall pay primary to any motorcycle insurance.

In accordance with the terms and conditions of the PDSPD, you are entitled to covered services when these services are:

- A. Medically/clinically necessary; and
- B. Not excluded in the PDSPD.

You will be responsible for those services that are beyond those approved, beyond the benefit maximums or excluded from coverage.

If the hospital confinement extends beyond the number of certified days, the additional days will not be covered unless:

- The extension of days is medically/clinically necessary, and

- Prior certification for the extension is obtained before exceeding the number of prior certified days.

For emergency admissions, the Benefit Administrator should be notified by the end of the next business day following the admission or as soon as reasonably possible.