

EMPLOYMENT RELATIONSHIP POLICY 2004—2007

The Grosse Pointe Public School System

Non-Instructional Supervisors

389 St. Clair Grosse Pointe, Michigan 48230

EMPLOYMENT RELATIONSHIP POLICY FOR NON-INSTRUCTIONAL SUPERVISORS AND NON-BARGAINING UNIT SECRETARIES

2004-2007

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DEFINITION

1.1 Non-Instructional Supervisors and Non-Bargaining Unit Secretaries are defined below. Non-Instructional Supervisors are not administrative employees and do not hold positions which require administrator certification.

Business Operations		Job Titles	
Managers (2nd) No Position Supervisors (1s) No Position Supervisors (2nd) Community Relations Supervisor Human Resources Supervisor Performing Arts Center Supervisor Plant Operations Supervisor Executive Secialist Staff Development Coordinator Support Support Services Coordinator Support Services Coordinator Executive Assistant to the Superintendent (2) Executive Secretary to Human Resources Director Assistant No Position Technology Manager (1s) Technology Manager Manager (2ms) No Position Supervisors (1s) No Position Supervisors (2nd) Information Systems Supervisor Senior Network Supervisor Technical Analyst Assessment Systems Information Services Analyst Assistant Technical Assistant—Comtec Profit Center Manager (2ms) No Position Manager (2ms) No Position Manager (2nd) No Position Supervisors (2nd) Community Education Supervisors (2nd) Community Education Supervisors (2nd) Community Education Supervisors (2nd) No Position Supervisors (2nd) No Position Supervisors (2nd) No Position Supervisors (2nd) No Position No Position No Position	Business Operations		
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Support No Position			
	Supervisors (3 rd)	No Position	
Assistant Coordinator—School Age Children	Support	No Position	
	Assistant	Assistant Coordinator—School Age Children	

WORK YEAR

2.1 The work year for twelve month NIS employees shall begin on July 1 and end on June 30 of each year. For NIS employees who work less than twelve months the starting and ending date will be determined by the Superintendent of Schools.

TRIAL PERIOD

3.1 The first 60 days of employment is considered a trial period.

VACATION ALLOWANCES

4.1 Twelve (12) month NIS employees shall be entitled to vacations on the following basis:

Years of Service	12 Month NIS employee*
During 1st through 5th year of service	15 days
During 6 th through 25 th year of service	20 days
26 th year and thereafter	25 days

^{*} employees working less than 12 months shall be entitled to vacation prorated to the portion of their work year.

- 4.2 Vacation allowances are earned by working a full year (July 1-June 30). NIS employees who do not meet this requirement will receive a prorated vacation allowance.
- 4.3 Vacation allowance is to be used in the year earned. However, unused vacation days may accumulate for a period of up to two years; ten days for 11 month employees and twelve days for 12 month employees may be accumulated for an indefinite period.
- 4.4 Vacation days are to be taken at such times as approved by the NIS employee's immediate supervisor. Prior to the vacation the Director of Human Resources is to be notified in writing of the use of such days.
- 4.5 An NIS employee's daily rate of pay is determined by dividing the total salary compensation by 249 days for a twelve month NIS employee and 229 days for an eleven month NIS employee.

HOLIDAYS

5.1 NIS employees will be eligible for paid holidays provided to all other employees, if they occur during the assigned working year. Martin Luther King holiday will be considered a paid holiday if is a non-report day for teaching staff.

PAID LEAVES

SICK LEAVE

- 6.1 During the first year of employment the NIS employee shall earn one sick leave day for each month worked. At the conclusion of one year of service the Board will provide an unlimited sick leave program for personal illness or disability to the extent of 120 duty days per illness or disability.
- 6.2 Illness or disability means the complete inability of the NIS employee, due to sickness or injury, to perform each and every duty pertaining to his/her assignment with the Board. Illness includes cases where emergency medical procedures are required. Appointments for medical examinations and diagnostic testing which cannot be scheduled outside the normal work day shall qualify for leave under the terms of Sick Leave. Illness or disability shall not exist where a NIS employee is actively working for the Board, another employer or in self employment, or is confined in a penal institution. Illness or disability shall not exist where caused or contributed by intentionally self-inflicted body injury or war or any act of war.
- 6.3 The conditions and requirements of such sick leave will be determined by the Superintendent of Schools.

OTHER LEAVES

- 6.4 The Board will make reasonable provisions to extend paid leaves of absence to NIS employees for such leaves as are necessary. These provisions include leaves for such reasons as illness or death in the family, jury duty, court appearances, military duty, and personal business. Whenever possible, such leaves must have prior approval of the Superintendent/Assistant Superintendent.
- 6.5 Extended leaves for such things as maternity, Peace Corps, Job Corps, sabbatical leave or for some special or unusual reason will be considered on an individual basis with a decision primarily based on the value such leave may bring to the school district.

NON-PAID LEAVES

LEAVE OF ABSENCE

7.1 The Board may grant a NIS employee a leave of absence, without pay and benefits, for any purpose it considers worthwhile for a period not to exceed one year subject to renewal at the discretion of the Board for an additional period not to exceed one year. Return from leave is expressly conditioned upon a position being available for which the Superintendent determines the NIS employee is qualified and capable of performing.

FAMILY MEDICAL LEAVE ACT (FMLA)

7.2 The Board will grant up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible NIS employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). All requests for such leave will be made to the Director of Human Resources. When the need is foreseeable, notice will be given thirty (30) days before the start of the FMLA leave. If it is not possible for the NIS employee to give thirty (30) days notice, the NIS employee must give as much notice as is practicable. Proper certification of the reason for the leave must be provided. A NIS employee may be required to use all available leave time (i.e., sick leave, personal leave, and/or vacation leave) for all or part of the duration of the FMLA leave, with any balance of time being without pay. At the end of the FMLA leave, the NIS employee will be returned to his/her position held prior to the leave.

FRINGE BENEFITS

8.1 The Board of Education will provide all NIS employees with health, dental, vision, life, and long term disability insurance through a flexible benefits plan. See Appendix A.

OTHER INSURANCE CONTINGENCIES

8.2 For part time NIS employees the Board's contribution to the premium cost of the above benefits shall be limited to that percentage of the premium cost which is equivalent to the percentage of full time service rendered by the NIS employee.

PHYSICAL EXAMINATION

9.1 A NIS employee is eligible for an annual physical examination at Board expense subject to the following conditions. Upon written request a NIS employee will receive reimbursement equal to the amount charged by Concentra Medical Centers for its basic minimum examination. Every third year a NIS employee will be eligible for reimbursement equal to the amount charged by Concentra for its full comprehensive examination. For examinations given at Concentra the school district will

be directly billed. For examinations given elsewhere NIS employees will be reimbursed upon the submission of receipts and/or canceled checks.

SALARIES

10.1 Salary levels will be determined by the Board of Education each year upon the recommendation of the Superintendent of Schools. For 2004-05 the salary increase will be 1% on schedule and 1% off schedule. For 2005-06 the salary increase will be 2%. For 2006-07 the salary increase will be 2%. In addition, NIS employees will receive an increment of five percent (5%) each year, based upon satisfactory performance of duties, until the salary schedule maximum is reached within 5 years. See Appendix B.

LONGEVITY PAY

11.1 NIS employees will be eligible for longevity pay in accordance with the following schedule:

NIS Experience	Combined Grosse Pointe Experience	Amount 2004-07
Beginning with the 5 th year	Beginning with the 10 th year	\$1,285
Beginning with the 10 th year	Beginning with the 15 th year	\$1,928
Beginning with the 15 th year	Beginning with the 20 th year	\$2,571

11.2 Longevity pay will be calculated on July 1st each year and will be payable to qualified NIS employees beginning with the first paycheck thereafter.

CONFERENCE/WORKSHOP ATTENDANCE

12.1 A NIS employee may attend a job related conference/workshop upon the approval of the immediate supervisor and will be reimbursed for legitimate expenses, or a portion thereof, incurred in attending such meeting. The procedures for implementing this provision will be established by the Superintendent.

NO SMOKING ON SCHOOL PROPERTY

13.1 NIS employees shall not smoke on school property at any time.

PERSONAL PROPERTY

14.1 It is the policy of the Board of Education to reimburse NIS employees up to \$400 for loss or damage to personal property which is normally used in the discharge of assigned duties and when reasonable care has been demonstrated. Such reimbursement is not made for ordinary wear or gradual deterioration of property, loss of money or whatever is covered by personal insurance carried by the NIS employee or by the Board.

DISCUSSION OF PROBLEMS

15.1 NIS employees are encouraged to discuss job related problems with their immediate supervisor. If a problem is not resolved to the satisfaction of the NIS employee he/she may discuss it with the Director of Human Resources. If the problem remains unresolved the NIS employee may discuss it with the Superintendent.

TERMINATION OF EMPLOYMENT

- 16.1 The NIS employee or the Board shall be required to provide the other four weeks notice (20 working days) whenever the termination of employment is to occur, except during the initial 60 day trial period, when a one day notice is all that is required. Failure of the NIS employee to give such notice shall result in a forfeiture of all accrued vacation pay owing the NIS employee. Failure of the Board to give such notice shall cause the Board to be liable for pay to the NIS employee beginning on the date, if any, such notice is actually given, to a maximum of twenty (20) days pay.
- 16.2 The NIS employee who experiences a loss of employment due to job elimination shall receive notice of job elimination two (2) months prior to the scheduled job elimination unless disciplinary action is in any way involved.

SEVERANCE PAYMENT

17.1 The Board shall provide NIS employees \$100.00 per year for all completed years of Grosse Pointe service.

ASSESSMENT OF EMPLOYMENT RELATIONSHIP POLICY

18.1 This Employment Relationship Policy has been discussed and assessed by the following individuals prior to Board of Education Approval on June 13, 2005.

Christian Fenton	Isha Smith	
Assistant Superintendent	Business Manager	
Lawrence J. Lobert	Corey Webster	
Executive Director of Human Resources	Senior Network Supervisor	
and Labor Relations		
	Peg Reichhold	
	Support Services Coordinator	

APPENDIX A

FLEXIBLE BENEFITS PROGRAM

- A.1 The Board will provide a flexible benefits program that offers choices among the benefit plans described in the paragraphs below. This program will take effect on July 1, 2001.
- A.2 Newly hired NIS employees are eligible to participate in the life, health, dental, and vision portions of the flexible benefits plan upon hire. NIS employees who have completed one year of service with the Board are also eligible to participate in the long term disability insurance portion of the flexible benefits plan.
- A.3 The Board, in consultation with the NIS employees, will establish a menu of benefit options that will be available to NIS employees under the flexible benefits plan. The cost of each benefit option will be determined by the insurance carrier or plan administrator. All benefits, conditions and requirements of the following plans shall be as set forth in the policies of insurance and as interpreted by the plan administrators and/or carriers.
- A.4 The flexible benefits plan will include the following:

LONG TERM DISABILITY INSURANCE

- A.5 The Board will provide NIS employees with long term disability insurance that has the following features:
 - 120 duty day waiting period;
 - Payment of 90% of base monthly earnings for the first six (6) months of benefits (cap increased to NIS maximum salary for the duration of the agreement);
 - Thereafter, payment of 66-2/3% of base monthly earnings (cap increased to NIS maximum salary for the duration of the agreement); and
 - Up to 24 months of benefits for outpatient mental and nervous disorders.

GROUP LIFE INSURANCE

A.6 The Board will provide NIS employees core group life and accidental death and dismemberment coverage with a face value equal to twice their annual salary. Additional coverage will be available under the flexible benefits plan.

HEALTH COVERAGE

- A.7 NIS employees will choose one of the five following health plan options:
 - 1. Coverage that is the same or nearly the same as Blue Cross Blue Shield MVF-2 with Master Medical Coverage including the following riders: \$7.00 generic/15.00 brand name prescription drug rider with P-D Contraceptive Rider; VST, RPS, FAE-RC, Mandatory Second Opinion, and Hospital Pre-Admission Review, routine mammography, routine PAP Test, and routine PSA;
 - 2. Coverage that is the same or nearly the same as Blue Cross Blue Shield Community Blue PPO including a \$7.00 generic/15.00 brand name prescription drug rider with P-D Contraceptive Rider;
 - 3. Coverage that is the same or nearly the same as Blue Cross Blue Shield Comprehensive Major Medical (CMM 100) including the following riders: \$7.00 generic/15.00 brand name prescription drug rider with P-D Contraceptive Rider; Mandatory Second Opinion, Hospital Pre-Admission Review, routine mammography, routine PAP Test, and routine PSA;
 - 4. Coverage that is the same or nearly the same as Health Alliance Plan, an HMO including a \$7.00 generic/15.00 brand name prescription drug rider.
 - 5. The NIS employee who is covered by another health insurance plan is required to waive coverage in any of the above plans. It is expressly understood double coverage is prohibited.
- A.8 The Board shall have the right to determine the health insurance providers and agrees that the same will be recognized and reliable ones.

DENTAL COVERAGE

A.9 The primary plan provided will be a 100/90/90 plan with a \$1,000 maximum per contract year and a \$900 maximum orthodontic benefit similar to the plan provided as of June 30, 2000. In addition, the flexible benefits plan will include at least one less expensive dental plan option.

VISION COVERAGE

A.10 The primary plan provided will be a plan with the same benefits as those available as of June 30, 2000. In addition, the flexible benefits plan will include at least one less expensive vision plan option.

BENEFIT CREDITS

A.11 The district will give each NIS employee a specified amount of benefit credits for each category of benefit plans within the flexible benefits program. The amount of credits each NIS

employee receives will be based upon his/her family status and percent of time worked. The NIS employee will use these credits to "buy" the plans that best meet his/her individual needs.

HEALTH PLAN CREDITS

A.12 Full time NIS employees will receive an amount of benefit credits resulting in the following outcomes:

- NIS employees who choose Traditional Blue Cross Blue Shield will pay the difference between that plan and the cost of the Blue Cross Blue Shield Community Blue PPO.
- NIS employees who choose Blue Cross Blue Shield CMM 100 will receive a cash stipend of one-half of the difference between the cost of the chosen plan and the cost of Blue Cross Blue Shield Community Blue PPO. This cash stipend will be discontinued with the 06/07 plan year.
- Full time NIS employees whose status is family or two-person and who choose to waive any medical plan participation will receive \$2,200 per year for doing so.
- NIS employees whose family status is single and who choose to waive any medical plan participation will receive \$1,100 per year for doing so. The stipend paid for waiving medical plan participation will be prorated for NIS employees who are not employed for the full school year or whose assignments are less than full time.

A.13 Part time NIS employees will receive benefit credits proportionate to their assignments. For example: a half time NIS employee will receive 50% of the benefit credits indicated above.

NON MEDICAL PLAN CREDITS

A.14 Each contract year, full time NIS employees will receive benefit credits for dental, vision, basic life insurance, and long term disability insurance equivalent to the actual costs of the plans on July 1 of that year. For example, for the 2000-2001 year, each full time NIS employees will receive dental benefit credits equivalent to the actual cost of the dental plan on July 1, 2000. Part time NIS employees will receive benefit credits proportionate to their assignments. Full time NIS employees will be required to elect dental, vision, basic life and long term disability insurance plans. Part time NIS employees may elect to waive coverage in these plans, but no cash stipends will be paid in that event.

PRICE TAGS

A.15 Each benefit plan option included within the flexible benefits plan will have a price tag. The price tag is the amount of benefit credits that a NIS employee must spend to "buy" that particular option.

MEDICAL PLAN PRICE TAGS

A.16 <u>Traditional MVF-2 Blue Cross Blue Shield</u>

The price of this plan will be set at an amount such that the NIS employee who chooses it will pay the difference between its cost and the cost of Blue Cross Blue Shield Community Blue PPO.

A.17 Blue Cross Blue Shield Community Blue PPO

The price of this plan will be the actual cost of the plan. The price will be adjusted at the beginning of each fiscal year to reflect changes in the cost.

A.18 Blue Cross Blue Shield CMM 100

• The price of this plan will be set at amounts such that the NIS employees who choose them receive cash stipends equal to one-half of the difference between the chosen plan and Traditional Blue Cross Blue Shield. This cash stipend will be discontinued with the 06/07 plan year.

A.19 Health Alliance Plan

• The price of this plan will be set at amounts such that the NIS employees who choose them receive cash stipends equal to one-half of the difference between the chosen plan and Traditional Blue Cross Blue Shield. This cash stipend will be discontinued with the 06/07 plan year.

NON MEDICAL PLAN PRICE TAGS

A.20 Price Tags for dental, vision, life, and long term disability insurance plans will equal the actual costs of the plans.

SECTION 125 OF THE IRS CODE

- A.21 Notwithstanding any other provision of this agreement to the contrary, the Grosse Pointe Public School System shall provide a cash option in lieu of benefits. The employer shall formally adopt a qualified plan document that complies with Section 125 of the Internal Revenue Code. Said plan document shall be approved by NIS employees.
- A.22 The amount of cash option may be applied by the NIS employee to a tax deferred annuity. To elect a tax deferred annuity, the NIS employee shall enter into a salary reduction agreement.
- A.23 All costs relating to the implementation and administration of benefits under this program shall be borne by the Grosse Pointe Public School System.

APPENDIX B

2004-2005 SALARY SCHEDULE

	Job Titles	Salary Range	
Business Operations			
Manager (1 st)	Business Manager Manager of Buildings and Grounds	\$84,826.00 - \$106,029.00	
Managers (2 nd)	No Position	\$78,572.00 - \$98,214.00	
Supervisors (1 st)	No Position	\$71,844.00 - \$89,804.00	
Supervisors (2 nd)	Community Relations Supervisor	\$65,591.00 - \$81,990.00	
	Human Resources Supervisor		
	Performing Arts Center Supervisor		
	Plant Operations Supervisor		
Coordinator	Fringe Benefits Coordinator	\$48,057.00 - \$59,798.00	
	Human Resources Specialist		
	Staff Development Coordinator		
	Support Services Coordinator		
Support	Executive Assistant to the Superintendent (2)	\$46,969.00 - \$58,711.00	
	Executive Secretary to Human Resources Director		
Assistant	No Position	\$35,290.00 - \$44,113.00	
Technology			
Manager (1 st)	Technology Manager	\$84,826.00 - \$106,029.00	
Manager (2 nd)	No Position	\$78,572.00 - \$98,214.00	
Supervisors (1 st)	No Position	\$71,844.00 - \$89,804.00	
Supervisors (2 nd)	Information Systems Supervisor	\$65,591.00 - \$81,990.00	
	Senior Network Supervisor		
Technical Analyst	Assessment Systems	\$46,969.00 - \$58,711.00	
	Information Services Analyst		
Assistant	Technical Assistant—Comtec	\$35,290.00 - \$44,113.00	
Profit Center			
Manager (2 nd)	No Position	\$78,572.00 - \$98,214.00	
Manager (3 rd)	Manager of Community Education	\$71,231.00 - \$89,040.00	
Supervisors (2 nd)	Community Education Program Supervisor	\$65,591.00 - \$81,990.00	
	Food Services Supervisor (46 weeks)		
	School Age Children Supervisor		
Supervisors (3 rd)	No Position	\$59,341.00 - \$74,175.00	
Support	No Position	\$46,969.00 - \$58,711.00	
Assistant	Assistant Coordinator—School Age Children	\$35,290.00 - \$44,113.00	

2005-2006 SALARY SCHEDULE

	Job Titles	Salary Range
Business Operation	ons	
Manager (1 st)	Business Manager Manager of Buildings and Grounds	\$86,522.00 - \$108,149.00
Managers (2 nd)	No Position	\$80,143.00 - \$100,179.00
Supervisors (1 st)	No Position	\$73,281.00 - \$91,600.00
Supervisors (2 nd)	Community Relations Supervisor	\$66,903.00 - \$83,630.00
	Human Resources Supervisor	
	Performing Arts Center Supervisor	
	Plant Operations Supervisor	
Coordinator	Fringe Benefits Coordinator	\$49,018.00 - \$60,994.00
	Human Resources Specialist	
	Staff Development Coordinator	
	Support Services Coordinator	
Support	Executive Assistant to the Superintendent (2)	\$47,908.00 - \$59,886.00
	Executive Secretary to Human Resources Director	
Assistant	No Position	\$35,996.00 - \$44,995.00
Technology		
Manager (1 st)	Technology Manager	\$86,522.00 - \$108,149.00
Manager (2 nd)	No Position	\$80,143.00 - \$100,179.00
Supervisors (1 st)	No Position	\$73,281.00 - \$91,600.00
Supervisors (2 nd)	Information Systems Supervisor	\$66,903.00 - \$83,630.00
	Senior Network Supervisor	
Technical Analyst	Assessment Systems	\$47,908.00 - \$59,886.00
	Information Services Analyst	
Assistant	Technical Assistant—Comtec	\$35,996.00 - \$44,995.00
Profit Center		
Manager (2 nd)	No Position	\$80,143.00 - \$100,179.00
Manager (3 rd)	Manager of Community Education	\$72,656.00 - \$90,820.00
Supervisors (2 nd)	Community Education Program Supervisor	\$66,903.00 - \$83,630.00
. ,	Food Services Supervisor (46 weeks)	
	School Age Children Supervisor	
Supervisors (3 rd)	No Position	\$60,527.00 - \$75,659.00
Support	No Position	\$47,908.00 - \$59,886.00
Assistant	Assistant Coordinator—School Age Children	\$35,996.00 - \$44,995.00

2006-2007 SALARY SCHEDULE

	Job Titles	Salary Range
Business Operation	ons	
Manager (1 st)	Business Manager Manager of Buildings and Grounds	\$88,253.00 - \$110,312.00
Managers (2 nd)	No Position	\$81,746.00 - \$102,182.00
Supervisors (1 st)	No Position	\$74,747.00 - \$93,432.00
Supervisors (2 nd)	Community Relations Supervisor	\$68,241.00 - \$85,302.00
	Human Resources Supervisor	
	Performing Arts Center Supervisor	
	Plant Operations Supervisor	
Coordinator	Fringe Benefits Coordinator	\$49,998.00 - \$62,214.00
	Human Resources Specialist	
	Staff Development Coordinator	
	Support Services Coordinator	
Support	Executive Assistant to the Superintendent (2)	\$48,867.00 - \$61,083.00
	Executive Secretary to Human Resources Director	
Assistant	No Position	\$36,716.00 - \$45,895.00
Technology		
Manager (1 st)	Technology Manager	\$88,253.00 - \$110,312.00
Manager (2 nd)	No Position	\$81,746.00 - \$102,182.00
Supervisors (1 st)	No Position	\$74,747.00 - \$93,432.00
Supervisors (2 nd)	Information Systems Supervisor	\$68,241.00 - \$85,302.00
	Senior Network Supervisor	
Technical Analyst	Assessment Systems	\$48,867.00 - \$61,083.00
•	Information Services Analyst	
Assistant	Technical Assistant—Comtec	\$36,716.00 - \$45,895.00
Profit Center		
Manager (2 nd)	No Position	\$81,746.00 - \$102,182.00
Manager (3 rd)	Manager of Community Education	\$74,109.00 - \$92,637.00
Supervisors (2 nd)	Community Education Program Supervisor	\$68,241.00 - \$85,302.00
,	Food Services Supervisor (46 weeks)	
	School Age Children Supervisor	
Supervisors (3 rd)	No Position	\$61,738.00 - \$77,172.00
Support	No Position	\$48,867.00 - \$61,083.00
Assistant	Assistant Coordinator—School Age Children	\$36,716.00 - \$45,895.00

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