

**OKEMOS KIDS CLUB
BENEFIT SCHEDULE
2023-2024**

Lead Teachers/Directors/Supervisors

Longevity will be based on the following wage scale:

After five years through ten years	\$999
After ten years through fourteen years	\$1,384
After fourteen years through seventeen years	\$1,616
After seventeen years and above	\$2,388

Those employees that work less than twenty (20) hours per week or less than thirty-six (36) weeks per year receive one-half of the above longevity.

	Early Childhood Lead Teacher Wage Scale	School Age Director Wage Scale	SA Supervisor Wage Scale
Year 1	\$16.80	\$15.13	\$16.13
Year 2	\$17.55	\$15.88	\$16.88
Year 3	\$18.30	\$16.63	\$17.63
Year 4	\$19.05	\$17.38	\$18.38
Year 5	\$19.80	\$18.13	\$19.13

Directors/Supervisors will receive pay increases consistent with other district employee groups.

Edgewood: Year Round Lead Teachers (Nest, Coop, Den, Lair, Hollow)

July 1, 2023-June 30, 2024

Full-Time Positions, Okemos Employee

All Employees will pay for 20% of their health insurance cost

Employees will receive:

Sick Time

- If hired before 7/1/17: 96 hours of sick leave that can accumulate from year to year
- If hired after 7/1/17: 80 hours of sick leave that can accumulate from year to year

Vacation Time

- 96 hours of vacation days that must be used within a given school year, not cumulative

Personal Business Time

- If hired before 7/1/17: 16 hours for personal business, not cumulative

- If hired after 7/1/17: No personal business time is granted

Paid Holidays

- 11 Holidays: July 4th, Labor Day, Thanksgiving, and the Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day (depends on school calendar) and Memorial Day (**Must work the day before and after to receive the holiday pay**)

Snow Day

- Directors will receive time and a half for the hours they worked

Time and a half cannot exceed more than 24 hours in a school fiscal year for Professional Development and extra duty hours for family programs. Extra hours must be approved in advance by administration.

School Age Directors and Central Montessori Lead Teacher

August 22, 2023 - End of School Year, 2024

Part-time Position, Okemos Employee

All employees will pay for the difference between full and part-time, plus twenty (20) percent in insurance cost.

Employees will receive:

Sick Time

- 60 hours of sick leave that can accumulate from year to year
- If hired after 1/1/18: 30 hours of sick leave each year that can accumulate from year to year

Vacation Time

- 30 hours of vacation time, not cumulative
- If working summer can roll over up to ten hours of vacation time, not cumulative

Paid Holidays

- 9 Holidays: Labor Day, Thanksgiving Day, and the Day After Thanksgiving, Memorial Day, Martin Luther King, Jr. Day, Day before or after President's Day (depends on school calendar), Christmas Day and Christmas Eve, New Year's Day (must work the day before and after to receive holiday pay)

Snow Day

- Directors will receive time and a half for the hours they worked

Overtime needs to have prior approval by the Community Education Coordinator.

Great Start Readiness Program Lead Teacher

August 18, 2023 - End of school year 2024 as determined by OPS calendar

Starting Pay for GSRP: \$27.00

School year, Okemos Employee

All employees will pay for the difference between full and part-time, plus twenty (20) percent in insurance cost.

Employees will receive:

Sick Time

- 96 hours of sick leave that can accumulate from year to year
- If hired after 1/1/18: 60 hours of sick leave each year that can accumulate from year to year

Personal Business Time

- 16 hours for personal business, not cumulative

Paid Holidays

- 6 Holidays: Labor Day, Thanksgiving, the day following Thanksgiving, Martin Luther King Jr. Day, President's Day and Memorial Day (**must work the day before and after to receive holiday pay**)

Snow Day

- Snow Days will be paid time and a half if the Lead is working on-site with children

Time and a half cannot exceed more than 24 hours in a school fiscal year for Professional Development and extra duty hours for family programs. Extra hours must be approved in advance by the Community Education Coordinator.

General Information for Directors/Lead Teachers

Pay for Sick Leave

After six (6) years, if an employee terminates their employment, the Board will pay ten dollars (\$10.00) per sick day accumulated to a maximum of four hundred dollars (\$400.00). After ten (10) years, if an employee terminates their employment, the Board will pay ten dollars (\$10.00) per sick day accumulated to a maximum of one thousand dollars (\$1,000)

After six (6) years, if an employee retires, the Board will pay 25% of the daily rate for accumulated sick days up to a maximum of seven hundred fifty dollars (\$750.00). After ten (ten) years, if an employee retires, the Board will pay 25% of the daily rate for accumulated sick days up to a maximum of one thousand three hundred dollars (\$1,300.00). Upon retirement, the employee can take the payment for unused sick leave.

If an employee terminates their employment, they will not receive pay for holidays, vacation days, and any unused sick days, occurring after the last day worked.

Life Insurance

Community Ed Directors without medical coverage get \$10,000 in coverage and with medical coverage get \$5,000.

Health Insurance/Cash In Lieu Eligible

Prorated based on work percentage.

BEREAVEMENT LEAVE (Death in the Immediate Family)

1. Personnel shall be given three (3) bereavement days per year. No bereavement days will be allowed to accumulate. Bereavement days will not be deducted from the employee's sick leave bank. Bereavement days will be used for the immediate family.

2. Personnel may take one (1) day per year to attend a funeral of any person to be deducted from the personnel's sick leave bank balance. If the sick leave balance is zero or negative, no pay will be given.

* Immediate family shall be interpreted as: Father, mother, husband, wife, child, stepchild, adopted child, mother and father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-

in-law, sister, brother, grandparents, grandchild, and any other person for whose physical care they are principally responsible for.

Assistant Directors/Assistant Lead Teachers-Edustaff Employees

Edgewood: Year Round Assistant Lead Teachers (Nest, Coop, Den, Lair, Hollow)

Year Around Employees Only

July 1, 2023-June 30, 2024

Employees will receive:

Sick Time

- Up to 48 hours of sick leave based on an average of forty hours a week, prorated throughout the calendar year and not cumulative

Paid Holidays

- 10 Holidays: July 4th, Labor Day, Thanksgiving, the Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, and Memorial Day (must work the day before and after to receive holiday pay)

Snow Day

- AD's/ALs will receive time and a half for the hours they worked
- Beginning 2019/20, all AD/AL must work snow days unless approved by Community Education Coordinator.

Time and a half cannot exceed more than 12 hours in a school fiscal year for Professional Development and extra duty hours for family programs. Extra hours must be approved in advance by the Community Education Coordinator.

Central Montessori 3&4's and School Age Assistant Directors

August 18, 2023 - End of school year 2024 as determined by OPS calendar

Employees will receive:

Sick Time

- Up to 20 hours of sick leave, not cumulative

Paid Holidays

- 7 Holidays: Labor Day, Thanksgiving, the Day After Thanksgiving, New Year Day, Martin Luther King Jr. Day, President's Day, Memorial Day (must work the day before and after to receive holiday pay)
- All holiday pay is calculated by the average hours worked per day not exceeding six hours

Snow Day

- Must work snow days and break days
- Assistant Directors will receive time and a half for the hours they worked. Beginning 2019/20, all AD's must work snow days unless approved by Community Education Coordinator.

Time and a half cannot exceed more than 8 hours in a school fiscal year for Professional Development and extra duty hours for family programs. Extra hours must be approved in advance by the Community Education Coordinator.

GSRP Assistant Directors

School Year Programs

August 18, 2023 - End of school year 2024 as determined by OPS calendar

Employees will receive:

Sick Time

- Up to 20 hours of sick leave, not cumulative

Paid Holidays

- 6 Holidays: Labor Day, Thanksgiving, the Day After Thanksgiving, Martin Luther King Jr. Day, President's Day, Memorial Day (must work the day before and after to receive holiday pay)
- All holiday pay is calculated by the average hours worked per day

All paid work needs to be done at school unless approved by the Community Education Coordinator

Time and a half cannot exceed more than 12 hours in a school fiscal year for Professional Development and extra duty hours for family programs. Extra hours must be approved in advance by the Community Education Coordinator

****Assistant Directors will not be paid out for unused sick leave or holiday pay if employment is terminated or the employee willfully resigned.****

Program Assistants - Edustaff Employees

Edgewood: Year Round Program Assistants & Floats (Nest, Coop, Den, Lair, Hollow)

Year-Round Programs

July 1, 2023-June 30, 2024

Edustaff Employee

The employee will receive:

- Sick leave up to five days based on your average daily hours, prorated throughout the year and not cumulative
- NO OVERTIME unless prior approval from Community Education Coordinator
- Sick leave is prorated and must be used by June 1, 2024
- **Snow days, Program Assistants will receive time and a half for the hours they worked**

Central Montessori 3&4's and School Age Program Assistant

School Year Programs

August 18, 2023 - End of school year 2024 as determined by OPS calendar

The employee will receive:

Sick Time

- Sick leave up to five days based on your average daily hours, prorated throughout the year and not cumulative
- Sick leave is prorated and must be used by June 1, 2024

Snow Day

- Program Assistants will receive time and a half for the hours they worked

NO OVERTIME unless prior approval from Community Education Coordinator

****Program assistants will not be paid out for unused sick leave if employment is terminated or the employee willfully resigned.****

Office Clerk/Recreation Supervisor/Facility

Year-Round Position

Starting Pay: \$13.33 per hour

July 1, 2023-June 30, 2024

Edustaff Employee

Employees will receive:

Sick Time

- Sick leave up to five days based on average daily hours, prorated throughout the year and not cumulative

Vacation Time

- Vacation leave up to five days based on average daily hours, not cumulative

Paid Holidays

- Eight paid holidays: Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day and July 4th (must work the day before and after to receive holiday pay)

****Office Staff will not be paid out for unused sick leave or vacation time if employment is terminated or the employee willfully resigned.****

Overtime:

Time and one-half (1-½) will be paid to all Edustaff employees in excess of forty (40) hours in one week and must be pre-approved by Community Education Coordinator, prior to the earned overtime.