

# MASTER AGREEMENT

Between

**FOREST HILLS PUBLIC SCHOOLS  
BOARD OF EDUCATION**

and

**FOREST HILLS ADMINISTRATIVE SUPPORT  
ASSOCIATION**

2024-26



**FOREST HILLS  
PUBLIC SCHOOLS**

*Cultivating Possibility*

**Mr. Ben Kirby, Superintendent**  
**Forest Hills Public Schools**  
**620 Forest Hill Ave. S.E.**  
**Grand Rapids, MI 49546**

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## **PREFACE**

This Agreement, is made and entered into on August 19, 2024, and extended through June 30, 2026, by and between the Forest Hills board of Education and the Administrative Support Staff, covering employment conditions, wages and fringe benefits for all Administrative support staff listed below. The term “employee” when used hereinafter in this Agreement refers to all Administrative support staff represented by the Core Group.

## **ADMINISTRATIVE SUPPORT STAFF CORE GROUP**

The Core Group will consist of persons representing all Administrative Support Staff with the exception of retirees. Representation shall reflect various job classifications and buildings within the District. All changes to the Administrative Support Staff Agreement shall be presented in writing to core Group members prior to changes being made. Changes shall be reflected in the form of an addendum to the handbook.

## **FOREST HILLS PUBLIC SCHOOLS NOTICE OF NON-DISCRIMINATION**

The Forest Hills School District Board does not discriminate on the basis of race, color, national origin, sex (including pregnancy, gender identity, or sexual orientation), religion, age, disability, genetic information, or any other protected status in its employment decision or the provision of services.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this District.

Any questions concerning Title IX of the Educational Amendments of 1972, exclusive of athletic issues, which prohibits discrimination on the basis of sex, or inquiries related to section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Mrs. Christine Annese  
Assistant Superintendent for Human Resources  
6590 Cascade Road, SE  
Grand Rapids, MI 49546  
Telephone: (616)493-8805

**ARTICLE I: WAGES**

**A. CLASSIFICATIONS**

Wages will be based on an hourly pay schedule determined by job classification, grade and seniority in the position. At the discretion of the District, employees who are teacher certified may be placed on Steps 2, 3 and/or 4 in Grades I and III of the pay schedule at the sole discretion of the District.

Job classifications and grades are defined below:

<b><u>GRADE</u></b>	<b><u>JOB CLASSIFICATION/POSITION</u></b>
I	Bus Paraprofessional I After School Supervision Cafeteria Paraprofessional/Noon Supervision Overload Paraprofessional Playground Paraprofessional Study Hall Monitor Immersion Paraprofessional

<b><u>GRADE</u></b>	<b><u>JOB CLASSIFICATION/POSITION</u></b>
III	Alternative Ed Assistant Environmental School Assistant English Language Learner Paraprofessional (ELL) Visually Impaired Paraprofessional (Braille) Media Materials Coordinator Special Education Paraprofessional Instructional Paraprofessional

**GRADE**

IV

**JOB CLASSIFICATION/POSITION**

Printing Tech. Lead  
Safety/Security Officer  
Attendance Administrative Assistant  
Community & Aquatic Center Administrative Assistant  
Guidance Administrative Assistant (secondary)  
Elementary Administrative Assistant  
Administrative Assistant - 5/6 School  
Administrative Assistant - Middle School  
Administrative Assistant - High School  
Special Ed Registrar  
Special Ed Administrative Assistant  
FAC Box Office Administrative Assistant  
District Receptionist  
Transportation Dispatcher/Administrative Assistant

**GRADE**

V

**JOB CLASSIFICATION/POSITION**

Accounts Payable/Receivable Technician  
Accounting Technician  
Human Resources Receptionist/Administrative Assistant  
  
Athletic Administrative Assistant  
Building & Grounds/Operations Administrative Assistant  
Community Services Administrative Assistant  
Food Service Administrative Assistant  
Head Administrative Assistant - Elementary  
Head Administrative Assistant - 5/6 School  
Head Administrative Assistant - Middle School  
Instruction Administrative Assistant  
Child Care Administrative Assistant  
Student Services – Administrative Assistant to Director  
Transportation Support Specialist  
Technology Administrative Assistant

**GRADE**

VI

**JOB CLASSIFICATION/POSITION**

Human Resources Specialist  
Head High School Administrative Assistant  
High School Registrar  
Child Care Coordinator  
Technology Assistant  
Help Desk Technician

**B. HOURLY WAGE SCHEDULE**

The hourly wage schedule for 2024-25 is listed below. The new wage scale is effective July 1 of each year. Employees who begin work before January 1 will be provided a step after their initial year of employment. Employees who begin work on or after January 1 will not receive a step after their initial school year of employment.

**2024-25:** wages will be increased by 4.0% on the salary schedule and steps are granted. Wages will be retroactive back through July 1, 2024 for regular/scheduled hours worked and will be paid in a one-time lump sum payment prior to December 1, 2024.

**2025-26:** Contract to be reopened to negotiate wages and insurance benefits only.

<b>Grade 1</b>	
<b>2024-2025</b>	
<b>Step</b>	<b>Rate</b>
<b>1</b>	\$12.42
<b>2</b>	\$12.66
<b>3</b>	\$12.92
<b>4</b>	\$13.18
<b>5</b>	\$13.44
<b>6</b>	\$13.70

2024-2025	Grade 3	Grade 4	Grade 5	Grade 6
<b>Step</b>				
<b>1</b>	\$16.19	\$17.71	\$19.05	\$20.32
<b>2</b>	\$16.43	\$17.95	\$19.32	\$20.61
<b>3</b>	\$16.70	\$18.23	\$19.60	\$20.90
<b>4</b>	\$16.97	\$18.49	\$19.90	\$21.24
<b>5</b>	\$17.20	\$18.76	\$20.21	\$21.53
<b>6</b>	\$17.48	\$19.07	\$20.50	\$21.89
<b>7</b>	\$17.76	\$19.34	\$20.81	\$22.17
<b>8</b>	\$18.01	\$19.64	\$21.14	\$22.54
<b>9</b>	\$18.30	\$19.93	\$21.44	\$22.86
<b>10</b>	\$18.57	\$20.24	\$21.78	\$23.20
<b>11</b>	\$18.90	\$20.54	\$22.09	\$23.55
<b>12</b>	\$19.21	\$20.84	\$22.42	\$23.90
<b>13</b>	\$19.43	\$21.17	\$22.78	\$24.25
<b>14</b>	\$19.75	\$21.49	\$23.11	\$24.62
<b>15</b>	\$20.05	\$21.81	\$23.43	\$25.00
<b>16</b>	\$20.37	\$22.13	\$23.81	\$25.34
<b>17</b>	\$20.70	\$22.47	\$24.16	\$25.75
<b>18</b>	\$21.01	\$22.81	\$24.49	\$26.12

**C. LONGEVITY**

Longevity is incorporated into the wage schedule based on grades and steps. Additional longevity is paid the last pay of December as follows:

- \$750 per year for 5-9 years of continuous service
- \$1,000 per year for 10-14 years of continuous service
- \$1,250 per year for 15-19 years of continuous service
- \$1,500 per year for 20+ years of continuous service

**D. OVERTIME**

Overtime is not allowed unless in extreme circumstances and approved by your supervisor prior to working. Overtime pay of one and one-half (1.5) times the regular rate shall be paid on actual time worked beyond the forty (40) hour work week. A holiday shall be deemed as a day worked. Compensatory time for any time worked beyond the forty (40) hour work will be granted at time and a half (1.5) beyond a forty (40) hour work week. Compensatory time shall be authorized by each employee's immediate supervisor prior to working it. Compensatory time worked or spent should be listed on the employee's time sheet for the pay period in which it was taken for record keeping purposes.

**E. WAGES**

It is the obligation of the employee to check their wages and benefits to ensure that they are being compensated appropriately. Any errors that are discovered, whether in favor of the employee or the district, will be corrected within the current fiscal year. Adjustments prior to July 1 of the current fiscal year will not be made.

**ARTICLE II: SENIORITY, LAYOFF AND RECALL**

**A. SENIORITY**

1. Seniority for longevity purposes is defined as the length of continuous service with the Forest Hills Public Schools. Seniority, for layoff purposes is defined as the length of continuous service as an employee within the job classifications/grades covered by the Administrative Support Staff handbook, commencing with the first day of employment after the last date of hire. (Example: switching from custodial to support staff can affect seniority, as well as changing from a Grade 1 to a Grade 3 within the support staff). When an employee holds multiple assignments at different grade and/or steps, seniority will be based on the assignment with the most hours. An employee must work a minimum of one-half (.5) of their scheduled calendar year in order to be given credit for one (1) full year of seniority.
2. Seniority automatically terminates if an employee resigns, is discharged or fails to report to a position in the District upon the termination of a leave of absence.
3. Time away from the job on an approved leave of absence, including unpaid time or time an employee is on Workers Compensation, will not be applied to the employee's seniority, but the employee will not lose seniority accrued up to the date of leave, except as noted above.
4. Seniority will be credited based on the total number of hours worked, not including overtime or subbing, and pro-rated by a tenth of one year, following the same breakdown in hours used by the Michigan Public School Employee Retirement System (MPSERS) to calculate a retirement credit.

1,020 hours or more	1.0 year
918 – 1,019	.9 year
816 – 917	.8 year
714 – 815	.7 year
612 – 713	.6 year
510 – 611	.5 year
408 – 509	.4 year
306 – 407	.3 year
204 – 305	.2 year
203 or less	.1 year

5. It is understood that when an individual moves from one job Classification/Grade to another, they retain their total seniority within the District to determine vacation days.

**B. LAYOFF**

When a reduction of staff is necessary, as determined at the sole discretion of the Board of Education, layoff shall be determined in the following manner:

1. Probationary employees shall be laid off first when an employee who has acquired any seniority and whose position has been eliminated, is qualified to perform the services of the probationary employee.
2. The Board will make every effort to send out layoff notifications to affected employees 30 days in advance, whenever possible.
3. In the event the position of a senior employee is eliminated, he/she shall have the opportunity to replace the lesser senior employee in the same grade job classification or a lower grade job classification of employment provided he/she is deemed to have the qualifications, proficiency and efficiency of job performance, special job skills and knowledge necessary to successfully handle the assignment.
4. When a more senior employee moves to a lower grade job classification, pay will be adjusted to accurately reflect the pay level for the job classification. The employee would retain step placement within the lower job classification to reflect appropriate placement.
5. Seniority based on the most recent date of hire in a position covered by the Administrative Support Staff handbook.

**C. RECALL**

1. The employee will be given written notice of recall at his/her most recent known address by certified letter and staff e-mail. If the employee fails to respond within ten (10) days, he/she shall be considered to have voluntarily resigned.
2. Recall shall be in the inverse order based on the same criteria used by layoff as determined by the Board.
  - a. A recall list shall be maintained by the Board for a period not to exceed two (2) years. Thereafter, an employee shall lose his/her right to recall.
  - b. An employee offered a comparable position to the one previously held, who declines recall to work, is considered a voluntary resignation.

**ARTICLE III: EMPLOYEE WORK SCHEDULE**

**A. HOURS OF WORK**

1. Daily hours will be assigned for each position by the District. Additional time may be adjusted per mutual consent between the employee, their direct supervisor and approval from the Human Resources Office.
2. Employees who work more than four (4) consecutive hours per day will be given one unpaid – free of duty – half hour (.5) lunch period per day.

**B. SCHEDULED WORK CALENDAR**

1. Work weeks, with beginning and ending dates for those employees working less than fifty-two (52) weeks per year, shall be distributed one month prior to the next school year. It is understood that there will be no extension of currently assigned work weeks without mutual consent of the employee involved, their direct supervisor and approval from the Human Resource Office, unless there is a significant change in the current school calendar. Work weeks are budgeted. If the total time is not needed, it is not mandatory that it be used.
2. Employees in Grades I and III will not be scheduled to work during District in- service days, record making days or parent-teacher conferences, when students are not in attendance, with the exception of all media staff. If an employee in Grades I and III is needed to work for a specific reason on the before mentioned days, a request shall be made, in writing by the building principal, and must be approved in advance by the Assistant Superintendent for Human Resources. If employees in Grade I are invited to attend District-Wide orientation meetings on opening day or other times scheduled during the year, those attending will be paid at their hourly rate for the actual hours worked.

**C. SCHOOL DELAYS**

On days when school is delayed due to weather or an Act of God, **all employees are** expected to report to work at their **regularly scheduled starting time**. Employees will be paid for hours worked. This does not apply however in cases when the school day is delayed due to Professional Development activities for teachers. In this case, employees (except MCC's, Grade IV, V and VI employees) are to report to work two hours later than their scheduled start time. Grades IV, V, VI, and MCC employees are to report to work at their normal scheduled time.

**D. SCHOOL CLOSINGS**

1. On days that schools are closed for unscheduled reasons, employees are not expected to work for the first three inclement weather days of the school year and will be paid for their regularly scheduled hours and rate for the day. This includes staff that may still be in probationary status. If a staff member is not scheduled to work on one of these first three inclement weather days, then the staff member will not receive pay.

In the event that the Superintendent deems the weather situation to be severe enough that the entire district is closed and employees are notified to stay home, all employees will be paid for their regularly scheduled hours for the day. These days may be the same as the first three inclement weather days. This includes staff that may still be in probationary status. If a staff member is not scheduled to work on one of these inclement weather days, then the staff member will not receive pay.

2. If employees do not feel that it is safe to travel, they may use personal or vacation time to cover the absence for days beyond the first three inclement weather days.
3. If school is closed during the day because of weather conditions or other Acts of God, employees will be allowed to leave immediately following the last student's departure. To provide office coverage, the administrator will assign an employee to remain after dismissal for inclement weather or other Acts of God. That employee will receive compensation or flex-time for time worked.
4. On the fourth, fifth and sixth days when school is closed for students due to inclement weather, but district staff are still working, employees may either choose to work or use available personal or vacation time to receive pay. Employees should notify their building principal/supervisor of their desire to work on inclement weather days by September 15 of each school year. On these inclement weather days, the employee will be assigned work by their building principal/supervisor to benefit the building, which may include cleaning duties.

#### **ARTICLE IV: LEAVES OF ABSENCES**

##### **A. PAID LEAVES**

###### **1. Sick Leave**

- a. Sick leave will be paid at the employee's regular rate of pay.
- b. Following successful completion of the probationary period, one (1) day of sick leave will be granted per month, equal to the number of hours worked per day. Up to ten (10) sick leave days per year will be granted.
- c. Sick leave may be used for personal illness, doctor appointments for personal illness or the illness of your immediate family.
- d. If an employee is going to be unavailable for work, he/she shall call his/her supervisor as soon as possible and no later than one (1) hour prior to the employee's established reporting time.
- e. The Assistant Superintendent for Human Resources may request a physician's statement if he/she questions the use of sick leave benefit.

- f. Sick leave may be accumulated without limit.

## **2. Family Medical Leave Act (FMLA)**

- a. The District will maintain the employee's health benefits for covered FMLA leave in compliance with the Family and Medical Leave Act of 1993 for up to twelve (12) weeks during a fiscal year for the serious medical condition of the employee or the care of an immediate family with a serious health condition. To qualify for FMLA, the employee has been employed at least one full year and has worked at least 1,250 hours over the previous twelve months. The law does not provide for employee wages during such leave. Paid leave is granted only if sufficient accumulated sick days are available to cover the duration of the leave. Employees are required to use their accumulated sick leave for an approved FMLA leave.
- b. Requests for FMLA (by employees that are eligible under FMLA guidelines for the serious health condition of an employee or an immediate family member) requires medical certification.
- c. The employer has the right to develop, approve and implement policies that comply with the Family and Medical Leave Act of 1993.
- d. FMLA paperwork is sent to all employees who miss three consecutive work days for sickness.

## **3. Funeral Leave**

- a. Three (3) days without deduction from sick leave will be granted by the District for the death of the employee's spouse, child or parent. Two (2) additional days of sick leave may be used for death of the employee's spouse, child, or parent. Additional day may be authorized by the Assistant Superintendent for Human Resources.
- b. Employees may use up to one (1) day of sick leave to attend a funeral for non-immediate family.
- c. Absence for funeral requires prior approval from the employee's immediate supervisor.

## **4. Personal Leave**

- a. Requests for personal leave must be submitted to the employee's supervisor three (3) work days in advance for approval.
- b. Fifty-two (52) week employees will receive five (5) personal leave days per year based on their regularly scheduled hours.
- c. Employees who work less than fifty-two (52) weeks and hired before July 1, 2013, will

receive three (3) personal leave days per year based on their regularly scheduled hours.

- d. Employees who work less than fifty-two (52) weeks and hired after July 1, 2013, will receive two (2) personal leave days per year based on their regularly scheduled hours.
- e. One unused personal leave day, equal to the average daily hours worked the previous year, will be carried over to the personal leave bank the following year. Additional unused personal leave days will be added to the sick leave bank.
- f. Personal days may be used for any scheduled or non-scheduled work day (marked as an "N" on your employee calendar) provided the supervisor has approved the absence.

**5. Jury Duty**

- a. If an employee is subpoenaed for jury duty, it is his/her responsibility to notify his/her immediate supervisor.
- b. The check received for jury duty must be submitted to the Business Office. The mileage pay received should be reported separately and will be refunded to the employee.
- c. If the employee is dismissed from jury duty during his/her regular working hours, he/she is expected to return to work.

**6. Sick Leave Pay Off Upon Retirement**

Upon retirement from employment, if an employee has accumulated sick leave, the board will pay the employee the amount specified below in the employee's final paycheck.

300 – 449 hours	\$800.00
450 – 599 hours	\$1,800.00
600 or more hours	\$2,900.00

**B. UNPAID LEAVES**

**1. Child Care Leave of Absence**

An unpaid child care leave of absence for up to one (1) school year may be granted under the following conditions:

- a. The employee will notify the Assistant Superintendent for Human Resources, in writing, at least two (2) months prior to scheduled delivery or as soon as possible with an adoption, indication the approximate length of leave desired.
- b. The employee is required to send notification, in writing, to the Assistant

Superintendent for Human resources, of the employee's intent to return for the upcoming school year no later than April 15. Non-submission of a letter of the employee's intentions will be admission of their resignation from the District.

**2. Illness/Accident**

If an employee has a medical emergency that requires a long period of recuperation, the employee may request an unpaid leave of absence for up to one (1) school year. This request must be submitted in writing to the Assistant Superintendent for Human Resources, accompanied by a physician's statement.

The employee is required to notify the Assistant Superintendent for Human Resources, in writing, prior to April 15, of his/her intent to return for the upcoming school year and must submit a physician's statement prior to returning to work verifying the employee is able to return to work and perform his/her duties.

**3. Special Leave of Absence**

After five (5) years of employment with the District, an employee may request, in writing to the Assistant Superintendent for Human Resources, and unpaid leave of absence for the remainder of that school year.

The employee is required to notify the Assistant Superintendent for Human Resources, in writing, of his/her intent to return for the upcoming school year no later than April 15. Non-submission of a letter of the employee's intentions will be admission of his/her resignation from the District.

**4. Extension of Paid Leave**

If an approved leave of absence must be extended for any reason, the employee must notify the Assistant Superintendent for Human Resources, in writing, at least two weeks prior to the scheduled return date, or prior to April 15 of each school year of his/her intent to return for the following school year. Non-submission of a written notification to the Assistant Superintendent for Human Resources prior to April 15 is admission of his/her resignation from the District.

**5. Fringe Benefits While on Unpaid Leave**

During an unpaid leave, except those covered by the Family and Medical Leave Act of 1993, the employee will be responsible to pay to the Accounting Office each month, an amount sufficient to pay the full insurance premiums if the employee chooses to continue coverage. All other fringe benefits shall terminate upon the commencement of the leave of absence and will be reinstated upon the employee's return. It is the employee's responsibility to complete necessary paperwork in the Human Resources Office to reinstate fringe benefits and insurance coverage.

**6. Return to Employment from Unpaid Leave**

Upon completion of leave, the employee may be guaranteed to return to the same position or to another position for which he/she is qualified. Non- acceptance of such a position shall terminate the Board’s obligation to rehire.

Furthermore, it is the employee’s responsibility to notify the Human Resources Office in writing of the employee’s intentions for the upcoming school year no later than April 15 of each year. Non-submission of a letter of the employee’s intentions will be an admission of his/her resignation from the District.

**ARTICLE V: BENEFITS**

**A. VACATION**

Employees are entitled to receive paid vacation based on seniority with the District as of the anniversary date of employment in a permanent position as specified below:

1. Employees with anniversary dates between July 1 and December 31 shall be entitled to paid vacation effective July 1 of the year in which they will be eligible based on seniority.
2. Employees with anniversary dates between January 1 and June 30, shall be entitled to paid vacation effective July 1 of the year in which they have reached eligibility based on seniority.
3. Vacation will be prorated based on the date of successful completion of an employee’s probationary period.

**B. 52 WEEK EMPLOYEES**

Employees who work fifty-two (52) weeks shall be entitled to the following vacation schedule based on actual hours worked per week unless the Assistant Superintendent for Human Resources makes a written exception.

<b><u>52 Week Employees</u></b>	<b><u>Length of Paid Vacation</u></b>
• Following 30 day probationary period to less than two (2) years	Five (5) work days
• Two (2) years but less than five (5) years	Ten (10) work days
• Five (5) years	Fifteen (15) work days
• Six (6) years	Sixteen (16) work days
• Seven (7) years	Seventeen (17) work days
• Eight (8) years	Eighteen (18) work days
• Nine (9) years	Nineteen (19) work days
• Ten (10) years	Twenty (20) work days

### **C. NON-52 WEEK EMPLOYEES**

Employees who work less than 52 weeks shall be entitled to the following vacation schedule based on actual hours worked per week unless the Assistant Superintendent for Human Resources makes a written exception.

#### **Non-52 Week Employees Length of Paid Vacation**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Following the completion of the employee's 30 day probationary period</li><li>• Completion of three (3) or more years of service</li><br/><li>• Completion of ten (10) or more years of service</li></ul> | <p>Two (2) vacation days to be used on any non-scheduled work day during your scheduled calendar year.</p> <p>Five (5) paid days to be used on any non-scheduled work day during your scheduled calendar year (includes the two vacation days received after probation).</p> <p>Thirteen (13) paid days to be used on any non-scheduled work day during your calendar year.</p> |
|---|---|

These vacation days may be taken on any non-scheduled work day during the school year; (this is marked with an "N" on your employee calendar). Please mark accordingly on your time sheet when that vacation day is to be taken.

To choose the dates, the employee must submit in writing to the head Administrative Assistant, the exact dates they would like their pay attached to. This must be done no later than the first Friday in October. Employees will automatically receive their pay, (5 days at Holiday Break and 5 days at Spring Break for eligible employees) unless a change is requested.

### **D. PROCESS FOR REQUESTING VACATION**

1. Requests for vacation for 52-week employees must be submitted on the appropriate form two (2) weeks in advance and must be approved by the employee's supervisor.
  
2. Employees will automatically receive their pay (5 days at spring break for eligible employees) after completing three (3) years of service with the district, unless requesting a change. Employees who have completed ten (10) years of service are eligible for thirteen (13) paid vacation days. The exact days in which the employee desires to use these vacation days on non-scheduled work days should be requested in writing to the building head Administrative Assistant by the first Friday in October. Employees that have completed ten (10) years of service with the district will automatically receive five (5) paid days during Holiday Break and five (5) paid days during Spring Break, unless requested otherwise. The

remaining three (3) paid vacation days are to be requested and mutually agreed upon by the employee and the employee's supervisor, for other non-scheduled work days throughout the school year.

3. Employees must use vacation time granted within the twelve (12) month time period unless a written request is submitted to the Assistant Superintendent for Human Resources requesting an extension for a six (6) month period. If said request is not received, those vacation days will be lost.
4. If an employee leaves the District, prorated vacation time will be used prior to termination.

**E. HOLIDAYS**

**1. 52-Week Employees**

The following holidays will be paid at the employee's regular hours and pay rate for fifty-two (52) week employees. If the holiday falls on a Saturday, the Friday preceding will be the designated holiday. If the holiday falls on a Sunday, the following Monday will be the designated holiday.

Fourth of July  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Years' Eve Day  
New Years' Day  
Good Friday (*if school is not in session*)  
Memorial Day

**2. 40-51 Week Employees**

The following holidays will be paid at the employee's regular hours and pay rate. If the holiday falls on a Saturday, the Friday preceding will be the designated holiday. If the holiday falls on a Sunday, the following Monday will be the designated holiday.

Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Years' Day  
Good Friday (*if school is not in session*)  
Memorial Day

**3. Less than 40-Week Employees**

The following holidays will be paid at the employee’s regular hours and pay rate. If the holiday falls on a Saturday, the Friday preceding will be the designated holiday. If the holiday falls on a Sunday, the following Monday will be the designated holiday.

- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- New Years’ Day
- Good Friday (*if school is not in session*)
- Memorial Day

**4. Floating Holiday**

If school is scheduled on Good Friday, the employee will receive a floating holiday to use on any non-scheduled work day.

**5. Probationary Employees**

Holiday pay shall not be granted to an employee during their probationary period. After the successful completion of their probationary period, employees will be granted all benefits outlined for their position.

**F. INSURANCE COVERAGE**

**1. Health Insurance**

The Board will provide medical insurance with the Western Michigan Health Insurance Pool for eligible employees. Specific terms and conditions of coverage are set forth in the group policy provided by the Board. The Board will pay the statutory hard cap as of July 2023. Dependents shall be spouse or natural born or legally adopted children who qualify as dependents with the IRS.

For subsequent years, the District amounts will increase based on the medical inflation rate as provided by the Michigan Department of Treasury.

**a. 52-Week Employees**

Employees who work fifty-two (52) week schedules and eight (8) hours per day will be eligible for full-family coverage. Cost for insurance coverage above the Board paid amount will be deducted from the pay of the employee. Fifty-two (52) week employees who work less than eight (8) hours per day will have their coverage pro-rated.

**b. Non-52 Week Employees**

Employees, who work at least thirty-eight (38) weeks or more per year, but less than

fifty-two (52), and work thirty (30) or more hours per week, will be eligible for single subscriber coverage. The amount of the board contribution toward single subscriber health insurance can be applied to purchasing 2-person or full- family medical coverage. Monthly premiums will be deducted from the employee's pay throughout the year.

Employees who work less than thirty-eight (38) weeks or less than thirty (30) hours per week may purchase medical insurance at the full premium cost. Monthly premiums will be deducted from their pay throughout the year if their pay is sufficient to cover the cost.

## **2. Dental Insurance**

The Board will provide a dental plan. Specific terms and conditions of coverage are set forth in the group policy provided by the Board.

### **a. 52-Week Employees**

Employees who work fifty-two (52) week schedules will be eligible for full-family coverage. Fifty-two (52) week employees who work less than eight (8) hours a day will have their coverage pro-rated.

### **b. Non-52 Week Employees**

Employees who work less than fifty-two (52) weeks are eligible to purchase dental insurance at the full premium cost. Premiums will be deducted from their pay throughout the school year.

## **3. Vision Insurance**

The Board will provide vision insurance. Specific terms and conditions of coverage are set forth in the group policy provided by the Board.

### **a. 52-Week Employees**

Employees who work fifty-two (52) week schedules will receive full-family coverage. Fifty-two (52) week employees who work less than eight (8) hours a day will have their coverage pro-rated.

### **b. Non-52 Week Employees**

Employees who work less than fifty-two (52) weeks and greater than thirty (30) hours are eligible to receive a single subscriber policy with the employees paying 15% of the premium through payroll deduction. The single subscriber rate, less 15% employee contribution, can be applied to purchasing 2-person or full-family coverage. Monthly premiums will be deducted from the employee's pay throughout the year. Employees with less than thirty (30) hours can purchase vision insurance at the premium cost.

**4. Open Enrollment Period and Signing Up for Fringe Benefits**

The Open Enrollment period occurs each November. During this time, employees are able to make changes to their benefit options. Any changes made will be effective January 1 of the following year. This is except for new hires, who will need to enroll for fringe benefits in the Human Resources Office, the first month after completing their probationary period.

Once an employee is enrolled in the benefit plan, they will remain enrolled for the twelve (12) month period unless employment is terminated or there is a qualifying life event.

**5. Annuity Investment Option**

Employees may opt to invest in a 403(b) or 457 investment plan with any of the Board approved vendors through authorized payroll deductions.

**6. Cash in Lieu of Medical Benefits**

In lieu of subscribing to the Board provided health insurance, an employee who works at least thirty (30) hours a week and thirty-eight (38) weeks or more per year may select the cash in lieu option. Cash option is \$3,500.00. The cash option will be disbursed over twenty-four (24) pay periods. Cash in lieu will not be paid on the 3<sup>rd</sup> pay of the month.

**7. Life Insurance**

**a. 52-Week Employees**

Employees who work fifty-two (52) week schedules will receive a \$35,000 term life insurance policy.

**b. Non 52- Week Employees**

Employees who work thirty-eight (38) or more weeks, and thirty (30) or more hours per week, will receive a \$25,000 term life insurance policy.

**8. Long-Term Disability**

**a. 52-Week Employees**

Employees who work fifty-two (52) week schedules and eight (8) hours a day will receive long-term disability insurance at 66 2/3% of qualified wages to a monthly maximum of \$2,500. The coverage begins after a ninety (90) calendar day waiting period.

**b. Non-52 week Employees**

Employees, who work thirty-eight (38) or more weeks, and thirty (30) or more hours per week, may purchase long-term disability insurance through the Flexible Benefit Plan.

**9. Hold Harmless**

The District will provide liability insurance to defend, hold harmless and indemnify the

employee in the event that any claim, legal proceeding, etc., is brought against the employee in their capacity as an employee of the District, provided that he/she is acting within the scope of their employment. This protection is limited to the liability policy maintained by the District (\$100,000,000), subject to carrier requirements and restrictions.

#### **10. Workers Compensation Insurance**

- a. The Board will provide Workers' Compensation insurance.
- b. Employee must report job-related injuries to the Human Resources Office within twenty-four (24) hours through completion and submission of the appropriate form.
- c. In cases where the employee is paid benefits under the Workers Compensation Act, the employee may request deductions on a pro-rata basis from their sick leave accumulation to ensure no difference between the employee's regular straight time wages and the actual benefits paid under the provisions of Workers Compensation insurance.

#### **11. Flexible Spending Accounts**

Employees may elect to establish a flexible spending account through their benefit election form during open enrollment. Flexible spending accounts allow participants to use pre-tax dollars for out-of-pocket medical expenses, dependent care expenses, and employer sponsored medical-related insurance premiums. It is the employee's responsibility to submit claims directly to the carrier for processing reimbursements. An employee may elect any amount up to the maximum allowed.

It is important to note that according to IRS regulations, employee contributions to a flexible spending account that are not used by the end of the plan year are forfeited.

When an employee elects to sign up for a flexible spending account, the amount selected is deducted out of their pay during eighteen (18) pay deduction period. The eighteen (18) pay spread normally runs from the second pay in October through the first pay in June.

### **ARTICLE VI: VACANCIES, TRANSFERS, REASSIGNMENT AND RESIGNATIONS**

#### **A. VACANCIES**

When positions become available, a vacancy notice shall be posted within the District for five (5) days before the position may be filled.

#### **B. TRANSFERS**

An employee interested in a transfer to a vacant position in the district should submit an internal application for the posting via the Talent Ed job board. At the discretion of the district, an employee who transfers to a new classification may be required to serve a new probationary

period.

**C. REASSIGNMENT**

Applicants from within the District will be considered prior to applicants from outside the District.

**D. INVOLUNTARY TRANSFERS/REASSIGNMENTS**

Involuntary or forced transfers will be minimized and avoided whenever possible.

**E. RESIGNATION**

If an employee wishes to resign from their position, the individual should inform the Assistant Superintendent for Human Resources and their immediate supervisor, in writing, at least two (2) weeks in advance.

**F. JOB DESCRIPTIONS**

Each position shall have a written job description provided by the Human Resources Office. If the responsibilities of the position change, the job description is to be revised accordingly and submitted to Human Resources for review. When the job responsibilities change, all changes are to be discussed in full with the employee, the supervisor and the Assistant Superintendent for Human Resources, so that the employee fully understands their position. The job description must be fully written out and attached with the job posting.

**ARTICLE VII: HIRING PROCEDURES**

- A. When deemed appropriate by the District, personal interviews will be conducted by the Assistant Superintendent for Human Resources and/or the supervisor for candidates considered by the District to possess the qualifications for the vacant position.
- B. Skill tests will be administered to candidates, when appropriate, by the Assistant Superintendent for Human Resources, or designee.
- C. Vacant positions will be filled by the best qualified candidate for the posted position. Criteria for hiring will be based upon the candidate's skills, suitability, experience and qualifications for the specific vacancy as it relates to the job description.
- D. Consideration will be given for prior experience outside the School District in determining placement on the salary schedule.

**ARTICLE VIII: PROBATIONARY PERIOD**

- A. A new employee shall be on probation for thirty (30) work days, with the ability of the administration to extend the probationary period for thirty (30) additional days and place the

employee on an improvement plan. The purpose of the probationary period is to provide an opportunity for the Board to determine if the employee has the ability and other attributes necessary to qualify him/her for permanent employment status.

- B. During the probationary period, the employee may be laid off or dismissed at the sole discretion of the Board.
- C. Fringe benefits will not be in effect during the probationary period. Fringe benefits are defined as health benefits, dental, vision, life, LTD, cash option in lieu of health benefits, annuity, holiday pay, vacation pay, personal days, and sick days.
- D. It is the responsibility of the employee to sign up for insurance coverage in the Human Resources Office within thirty (30) days after their probationary period.

### **ARTICLE IX: EVALUATION**

#### **EVALUATION PROCESS AND TIMELINES**

- A. Employees will be evaluated on an annual basis for the first two (2) years in a new assignment. If the employee has earned a satisfactory evaluation, he/she will be evaluated every two (2) years, unless a problem is noted by the administrator or supervisor, in which case the employee will be evaluated annually. If an employee receives an unsatisfactory evaluation, he/she will remain on an annual evaluation plan or placed on an improvement plan for a specified period of time until a satisfactory rating is earned. If performance does not improve, the employee may face disciplinary action up to and including discharge. Evaluations may be conducted more frequently, as requested by the employee, administrator or supervisor. If an employee changes Grades/job classifications, they are to be evaluated after their first year in their new position.
- B. Evaluations should be completed no later than May 30. The employee shall receive a copy of the written evaluation and it is to be reviewed in a private conference. One (1) copy of the evaluation will be sent to the Assistant Superintendent for Human Resources for placement in the employee's personnel file.
- C. Evaluations must be signed by both the supervisor and the employee. The employee's signature on the evaluation does not necessarily indicate approval or concurrence with the evaluation; it does indicate the evaluation was reviewed with the employee.
- D. Evaluations should be based on the job description and made with the objective to assist the employee to improve his/her work techniques and skills, if necessary. Where areas of improvement are needed, an improvement plan will be implemented with the employee and his/her administrator or supervisor.
- E. If an employee disagrees with his/her evaluation, he/she should discuss any concerns with the

administrator or supervisor. The employee may attach a written addendum, stating concern, to his/her evaluation within thirty (30) days of receipt.

- F. Employees shall have the right, with proper advance notice, to review his/her personnel file, excluding pre-employment information and other material judged confidential by the Board.

#### **ARTICLE X: GRIEVANCE PROCEDURES**

If a problem of misunderstanding arises between the employee and his/her supervisor, or if an employee has complaints or feels that there has been a misinterpretation or misapplication of any of the conditions of his/her employment, the problem is to be resolved in the following manner:

- A. Employees are encouraged to contact their Core Group Representative for clarification of potential violation of this Agreement.
- B. The problem is to be discussed between the employee and the supervisor.
- C. If the problem is not resolved to the employee's satisfactions, he/she may, within ten (10) work days, submit the concerns in writing to the Assistant Superintendent for Human Resources.
- D. Within ten (10) work days of receipt of the letter, the Assistant Superintendent for Human resources will meet with the employee and Core Group Representative, if the Employee so desires, to discuss the situation.
- E. The Assistant Superintendent for Human Resources will respond to such concerns, in writing, within ten (10) work days of the meeting, with copies sent to both the employee and the supervisor.
- F. If an employee still believes that the problem has not been satisfactorily resolved, he/she may appeal, in writing, to the Superintendent.
- G. The Superintendent will meet informally with the employee, the supervisor and Assistant Superintendent for Human Resources (and the core group supervisor if the employee desires), if deemed necessary, in an attempt to mutually resolve the problem. The decision of the Superintendent shall be final and binding on the parties.

#### **ARTICLE XI : RETIREMENT**

Membership in the Michigan Public School Employee Retirement System (MPERS) is required of all employees.

#### **ARTICLE XII : MISCELLANEOUS PROVISIONS**

- A. Only the Superintendent or the Assistant Superintendent for Human Resources may issue policies concerning wages, hours and working conditions, which are binding on the board and then only if in writing and signed by the issuer.
- B. Board payment for insurance protection shall terminate when the employee is terminated, laid off, on Workers Compensation, or when the employee is on a leave of absence without pay,

and not eligible to be covered by FMLA leave.

- C. Notwithstanding the provision of this Article, the terms of any contract or policy issued by an insurance company shall be controlling as in all matters concerning benefits, eligibility and termination of coverage and other such matters.
- D. The Board, by payment for the premium required to provide the coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the insurance company. Failure by the carrier to provide any of the benefits for which it has been contracted, for any reason, shall not result in any liability to the board, nor shall such failure be considered a breach of any obligation of the Board.

### **ARTICLE XIII: CONCLUSION**

Prior to revisions, additions or changes in any section of the Administrative Support Staff Agreement, relating to employee benefits or working conditions, the change is to be presented, in writing, to the non-affiliated administrative support staff operating by the guidelines of the Agreement for approval.

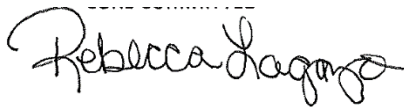
**ARTICLE XIV: DURATION**

This Agreement became effective on August 19, 2024 upon ratification by both parties and remain in effect until June 30, 2026.

This Agreement shall not be extended orally and it is expressly understood that it shall expire on the dates indicated.

SIGNED ON BEHALF OF THE  
ADMINISTRATIVE SUPPORT STAFF  
CORE COMMITTEE

SIGNED ON BEHALF OF THE  
BOARD OF EDUCATION



Rebecca Lagazo, Chairperson  
Administrative Support Staff  
Core Group

Ben Kirby,  
Superintendent

Date:

Date:

8/1/2024



Christine Annese,  
Assistant Superintendent for  
Human Resources

Date: 8/2/24



Julie Davis,  
Assistant Superintendent for Finance  
and Operations

Date: 8.06.2024

Adopted by the Board: August 19, 2024

## EMPLOYEE WORK RULES

Forest Hills Public Schools, in an effort to assure the fair treatment and safety of all employees, reaffirms and establishes the following employee work rules. These regulations of Forest Hills Board of Education have been designed not to restrict, but rather to define and protect the rights of all. It should be pointed out that the infractions described before are not to be interpreted as all-inclusive and do not preclude disciplinary action for other violations of standards of conduct determined by the District to merit discipline. In such a case, the fact that the conduct has not been specifically covered in these Rules and Regulations shall not affect the appropriateness of the District's action.

The Board believes that the great majority of its employees will abide by these rules and all other proper standards of conduct. An employee who fails to maintain proper standards of conduct at all times, or who violates any of the following rules shall subject him/her to the disciplinary action below:

**A. The Following shall be causes for disciplinary action up to and including immediate discharge:**

1. Theft of private or school property, including property of a fellow employee.
2. Removing school property, records or other materials from school premises without proper authorization.
3. Falsification of records or reports, including personnel, absence, sickness, accident, injury or work records.
4. Deliberate destruction or abuse of school property, tools or equipment.
5. Causing, leading or engaging in a strike, walkout or other work stoppage, slow down or interference with work.
6. Bringing firearms or weapons of any kind onto school property or possessing same on school property.
7. Use, possession, manufacture, distribute, dispensation, transportation or sale of illegal drugs, controlled substances, alcoholic beverages or any other substance which affects or may affect an employee's ability to competently or safely perform or to report for duty in an unfit condition.
8. Insubordination, including use of profane or threatening language, to a school official, student, staff member, or community member.
9. Fighting on school property or threat of physical violence to others.
10. Operation and/or use of machines, telephone, tools or other Board owned equipment without approval from the employee's supervisor, abuse, misuse, or destruction of Board and/or other's property, tools or equipment.
11. Misuse and/or removal of Board property, records or other Board materials without proper written authorization from the immediate supervisor.
12. Threatening, intimidating, coercing or interfering with work of other employees, students, or parents.
13. False statements knowingly or recklessly made, or violently abusive and personally defamatory statements or slander of another employee, student, parent or Board member and where such conduct is related to and interferes with the educational process and administration thereof.
14. Distribution of obscene, vulgar or indecent written printed matter which tends to disrupt the school or school district, or results in danger to other persons on school property or interferes with school work or discipline.
15. Unlawful or improper conduct of an employee, on and off District property and/or during non-work hours which affects the employee's relationship to his/her job, his/her fellow employees,

- his/her supervisors, students of Board property, reputation or good will in the community.
16. Refusal to do job assignment.
  17. Violation of Board Policies.
  18. Improper conduct which is at variance with concepts that are generally accepted and approved in the community, engaging in conduct which is prescribed by the criminal statutes.

**B. The Following shall be causes for disciplinary action. There are four (4) different levels of discipline which may be imposed. They can be used in any sequence to fit the seriousness of the situation. The four levels are as follows:**

- Oral Reprimand
  - Written Reprimand
  - Two (2) Day Disciplinary Layoff Without Pay
  - Discharge
1. Failure to be at the workstation, ready to work, at the starting time.
  2. Stopping work before break time, lunch time or quitting time.
  3. Conducting personal business during work hours or on school district premises, or use of district equipment for personal reasons.
  4. Unauthorized or unexcused absence, reporting late to work, leaving work area or building during work hours without authorization.
  5. Irregular work attendance so that the services of employee are little value to the Board, or intermittent absenteeism amounting to part-time employment.
  6. Inattention to duties, loafing or wasting time during work hours.
  7. Slowdown in performance or causing slowdown in performance.
  8. Any conduct which impedes the productivity of one's self or others.
  9. Vending, soliciting, and collecting of funds or distribution of literature in work areas during employee's on-duty time.
  10. Violation of safety rules.
  11. Violation of District, State or Federal safety rules or practices and/or engaging in any conduct which tends to create a safety hazard which endangers self and/or others. Employees must, at all times, wear safety articles and use protective equipment when required and immediately report to their supervisor any injury or accident.
  12. Failure to report injuries or accidents to the employee's immediate supervisor.
  13. Violation of common sense health and sanitation rules, including maintenance of personal hygiene.
  14. Discourtesy to other employees, supervisors or visitors to the building.
  15. Smoking, use of tobacco related products, and vapes are prohibited on school property during work hours and at any school- related event during the day, evening or weekend.
  16. Gambling or taking part in any game of chance on Board premises.
  17. Dress or grooming that disrupts the school setting.
  18. Unsatisfactory work performance.
  19. Poor housekeeping, creating or contributing to unhealthy or unsanitary conditions.

In addition, the accumulation of a combination of three (3) written warnings and/or disciplinary layoffs for the violation of the above rules will be cause for discharge.

The foregoing rules are not intended to be all inclusive of the required discipline, proper standards of conduct or obligation of employees. The Board shall, when it deems it appropriate, establish additional

rules and building administrators and other supervisors may set up particular rules to govern their employee's conduct as they deem necessary by the nature of their operations.

APPENDIX A

**A. 2025-2026 Wage and Benefit Reopener – Salary Schedule**


2025-2026:

1. Step granted
2. 3% increase on the salary schedule
3. 1% off schedule (0.5% to be paid in December, 2025 and 0.5% to be paid in June, 2026 to all active employees)
4. \$0.50 premium will be provided for special education paraprofessionals who are providing for healthcare needs of students that include working with feeding tubes, catheterizations, and/or tracheotomies

**Board Proposal to the Administrative  
Support Staff Group  
May 27, 2025**

Step will be granted and 3% increase on-schedule and 1% off-schedule, .5% to be paid in December, 2025 and .5% to be paid in June, 2026 to all active employees.

50 cent premium will be provided for special education paraprofessionals who are providing for healthcare needs of students that include working with feeding tubes, catheterizations, and/or tracheotomies.

 5/27/25

 6/10/25  
Jili Davis 6.02.2025

Mary Johnston 6/3/25

<b>Grade 1</b>	
<b>2025-2026</b>	
<b>Step</b>	<b>Rate</b>
<b>1</b>	\$ 12.85
<b>2</b>	\$13.04
<b>3</b>	\$13.31
<b>4</b>	\$13.58
<b>5</b>	\$13.84
<b>6</b>	\$14.11

<b>2025-2026</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>
<b>Step</b>				
<b>1</b>	\$16.68	\$18.24	\$19.62	\$20.93
<b>2</b>	\$16.92	\$18.49	\$19.90	\$21.23
<b>3</b>	\$17.20	\$18.78	\$20.19	\$21.53
<b>4</b>	\$17.48	\$19.04	\$20.50	\$21.88
<b>5</b>	\$17.72	\$19.32	\$20.82	\$22.18
<b>6</b>	\$18.00	\$19.64	\$21.12	\$22.55
<b>7</b>	\$18.29	\$19.92	\$21.43	\$22.84
<b>8</b>	\$18.55	\$20.23	\$21.77	\$23.22
<b>9</b>	\$18.85	\$20.53	\$22.08	\$23.55
<b>10</b>	\$19.13	\$20.85	\$22.43	\$23.90
<b>11</b>	\$19.47	\$21.16	\$22.75	\$24.26
<b>12</b>	\$19.79	\$21.47	\$23.09	\$24.62
<b>13</b>	\$20.01	\$21.81	\$23.46	\$24.98
<b>14</b>	\$20.34	\$22.13	\$23.80	\$25.36
<b>15</b>	\$20.65	\$22.46	\$24.13	\$25.75
<b>16</b>	\$20.98	\$22.79	\$24.52	\$26.10
<b>17</b>	\$21.32	\$23.14	\$24.88	\$26.52
<b>18</b>	\$21.64	\$23.49	\$25.22	\$26.90