

OKEMOS KIDS CLUB  
BENEFIT SCHEDULE  
2022-2023

**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.

	<b>Early Childhood Lead Teacher Wage Scale</b>	<b>School Age Director Wage Scale</b>	<b>SA Supervisor Wage Scale</b>
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, 2022-June 30, 2023**

**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, 2022 - End of School Year, 2023**

### **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, 2022 - End of school year 2023 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.

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## **Assistant Directors/Assistant Lead Teachers-Edustaff Employees**

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

#### **Year Around Employees Only**

**July 1, 2022-June 30, 2023**

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, 2022 - End of school year 2023 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, 2022 - End of school year 2023 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.\*\***

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## **Program Assistants - Edustaff Employees**

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

#### **Year-Round Programs**

**July 1, 2022-June 30, 2023**

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, 2020
- **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, 2022 - End of school year 2023 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, 2023

#### **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.\*\*

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## **Office Clerk/Recreation Supervisor/Facility**

### **Year-Round Position**

**Starting Pay: \$13.33 per hour**

**July 1, 2022-June 30, 2023**

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.