

**Dexter Community Schools  
Compensation and Benefits Summary  
Dexter Educational Support Personnel (DESPA)  
Paraeducator Sub-classification  
2024-25**

This document has been prepared to provide an overview of the compensation and benefits associated with your employment. Please refer to the Dexter Educational Support Personnel (DESPA) Master Agreement for more details. Additional information and useful forms are available on the Business Office web page. From the main web page [www.dexterschools.org](http://www.dexterschools.org), go to Departments → [Business Office](#).

The Business Office (Payroll and Benefits) and Human Resource Office are located in the Bates School Building, 2704 Baker Rd., Dexter, MI 48130.

- Business Office-Payroll/Benefits      Phone: (734) 424-4100 ext.1014      Fax: 734-424-4111  
    Email: [payroll@dexterschools.org](mailto:payroll@dexterschools.org)
- Human Resources      Phone: (734) 424-4100 ext.1012      Fax: 734-424-4108  
    Email: [HR@dexterschools.org](mailto:HR@dexterschools.org)

**A. COMPENSATION**

Hourly wage rates for the respective sub-classifications are set forth in Appendix A of the Master Agreement with the Dexter Educational Support Personnel (DESPA).

Paydays are the 15th and last day of the month. If the 15th or last day of the month falls on a weekend or a District Holiday, then the payday is moved to the day before the weekend or District Holiday. Work performed from the 1<sup>st</sup> through the 15<sup>th</sup> of the month will be paid on the last day of the month and work performed from the 16<sup>th</sup> through the last day of the month will be paid on the 15<sup>th</sup> of the following month.

**B. WORK HOURS**

Your attendance at work each school day is imperative for our students.

The normal work year is defined annually by the school calendar. The normal work day for a full time Paraeducator sub-classification is 6.75 work hours in addition to an unpaid duty free 35 minute lunch period. Paraeducators will work all student days. Part time position schedules are determined by building principals or other administrators. Please see your building principal or supervisor for your specific work schedule.

Paraeducators may not be hired in any other Dexter School District capacity that will cause total time worked or paid to exceed 1,162 hours per year between staff opening day and the last student day.

**C. PAID LEAVE DAYS**

A1. School day/school year, A4. 8-hour, and A5. Pupil Supervision paraeducators are provided six (6) paid sick days per school year, converted to hours based on the number of hours the paraeducator is scheduled to work each school day. Sick days are earned at a rate of 0.5 days per full month worked, but may be taken at any time during the year. Sick days are not earned in months when the employee takes 3 or more unpaid days off. Paid sick days may be used for the employee's own illness or accidental injury, illness or injury to a member of the employee's immediate family (defined as spouse, child, parent, brother, sister or household dependent and limited to two (2) days per school year). Part-time paraeducators do not earn sick days.

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Employees shall be allowed a maximum of six (6) days in conjunction with the funeral of an intimate relative (defined as spouse, child, parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, household dependent, aunt, uncle, niece, nephew, sister-in-law, or brother-in-law). Three (3) of these days per funeral shall be paid and not charged to paid leave days. Members shall also be allowed to use up to three (3) additional paid leave days from their accumulated leave days per funeral for the purpose of assisting and settling the affairs of the deceased. The use of additional days beyond these days may be approved by the Superintendent.

At the end of each fiscal year, unused sick days accumulate in a sick bank without limitation. The sick bank will be exhausted starting with the most recently banked sick days. Banked sick days may be used should you need to take a medical leave due to your own serious health condition. A doctor's note may be required if the employee is absent three or more days. You must exhaust your current year earned sick days to use banked sick days

A paraeducator who has been employed with the District for ten (10) years or more and retires (defined as drawing benefits from the MPERS) or dies while an active employee will receive fifteen dollars (\$15) per full day of banked sick time for each of those days earned through June 30, 2019 and forty (\$40) for days accumulated thereafter, provided that the employee has fifty (50) or more accumulated sick days. A paraeducator who retires after the (10) years without fifty (50) or more accumulated sick days will receive fifteen (\$15) per full day of banked sick time. Total sick bank hours divided by 6.75 will be used for the final payout calculation for: A1. School day/school year and A5. Pupil Supervision paraeducators. Total sick bank hours divided by 8 will be used for the final payout calculation for A4. 8-hour paraeducators

**D. DIRECT DEPOSIT OF PAYCHECK**

- Employees have the option of receiving wages by Direct Deposit and/or Payroll Debit Card. Dexter Community Schools does not process paper paychecks.
- Please complete a Direct Deposit/Payroll Debit Card Authorization Form to make your election.
- Should you elect Payroll Debit Card, you may pick up your new card, and a packet containing all of the terms and conditions, from the Payroll and Benefits Office on your first payday.
- Access your paycheck information online through eSuite employee portal. From the main web page [www.dexterschools.org](http://www.dexterschools.org) → Departments → Business Office → Quick Links → [eSuite Employee Portal](#)

**E. PENSION PLAN/MPERS**

The State of Michigan provides a Retirement System for all public-school employees in Michigan. The Michigan Public School Employees Retirement System (MPERS) plan is administered by the Office of Retirement Services (ORS). As an employee of Dexter Community Schools, whether full time, part time, or temporary status, you are a member of MPERS. The District contributes a portion of your salary to fund the pension plan. The amount the District contributes depends on the election you have made for your own pension. This District contribution goes to fund the pension and healthcare system and is not money deposited into your personal retirement plan.

- Access your State pension miAccount at <http://www.michigan.gov/orsschools>
- Contact the Office of Retirement Services at (800) 381-5111

ORS provides the investment of the defined contribution (savings component) of the retirement plans and the Personal Healthcare Fund through VOYA Financial.

- Contact VOYA Financial at (800) 748-6128
- Access your VOYA (formerly ING) account at:  
<http://www.mipensionplus.org/publicschools/index.html>

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There are now numerous variations of the MPSERS Pension Plan. Depending on when you were first hired into any Michigan public school, you made an election and/or were enrolled in a retirement pension and healthcare plan option. If you are new to Dexter Community Schools, you will be enrolled in the plan on record with MPSERS. You may not change your election. For information and pension estimators for the plan you are enrolled in, please log into your account at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount).

***If you first begin working for a Michigan public school February 1, 2018 or later, you choose your retirement plan option online. Your retirement plan election is irrevocable for your entire career, so choose carefully!***

Step 1: Read about your retirement benefit options at [PickMiPlan.org](http://PickMiPlan.org).

Step 2: You will receive a welcome letter containing your Member ID from the Office of Retirement Services.

Step 3: Elect your retirement plan anytime within the 75-day window by logging in to miAccount at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount). You will need your Member ID to register.

Note: Upon hire, your payroll deductions will be based on the Pension Plus 2 plan. If you make no election within 75 days, you will be automatically changed to and enrolled in the Pension Plus 2 Plan for the rest of your career.

***While you have 75 days to make your election, we strongly encourage you to make your election as soon as you receive your welcome letter in the mail from ORS.***

#### **F. RETIREMENT SAVINGS PLANS/403(B) AND 457**

- In addition to the pension plan through MPSERS, Dexter Community Schools makes available voluntary 403(b) and 457 Retirement Savings Plans.
- The Dexter Community Schools 403(b) Plan and Dexter Community Schools 457 Plan allow for pre-tax and rollover contributions. You do not pay federal or state income tax on contributions, earnings, or gains until you begin making withdrawals from the plan, usually after you retire. You are eligible to enroll immediately on your date of hire.
- As an employee of a public school AND state government, you can participate in either or both plans.
- The maximum yearly contribution changes each calendar year. For more information regarding the annual contribution limits and about the 403(b) and 457 plans, From the main web page [www.dexterschools.org](http://www.dexterschools.org) → Departments → Business Office → Staff Benefits → [403b/457 Plans](#).
- These plans are administered by The Standard using a four (4) bucket approach, which allows you to choose how much or how little involvement you have in your investment choices. Over 5,000 investment options are available. Loans are available from your 403b and 457 plans with payroll deduction repayment. Hardship withdrawals are also available.
- If you have chosen to participate in the MPSERS Defined Contribution 457 plan sponsored by the State of Michigan through VOYA, you should monitor your overall 457 contributions so you do not exceed the IRS limits.

#### **G. TRAVEL EXPENSES**

- Mileage to and from conferences or other out of District business travel is reimbursed at the current rate per mile established by the Internal Revenue Service.
- Meals for conference/travel are limited to \$10 for breakfast, \$12 for lunch, and \$20 for dinner. This includes tax and tip. Itemized receipts must identify the food items purchased and may not include alcohol (a prohibited expense).
- Submit an expense report for reimbursement. From the main web page [www.dexterschools.org](http://www.dexterschools.org) → Departments → Business Office → Payroll → [Expense Reimbursement](#). Travel expenses are reimbursed through the employee's paycheck and not affected by payroll taxes.

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**H. STAFF DISCOUNTS**

- We have developed a Preferred Local Initiative. Participating businesses extend a promotion or discount to employees of Dexter Community Schools. Your District-issued picture employee identification card, with current school year label, serves as your proof of employment. Other businesses also offer discounts to public school employees as well. We have a special web page for Staff Discount offers. From the main web page [www.dexterschools.org](http://www.dexterschools.org) → Departments → Business Office → Staff Benefits → [Staff Discounts](#).