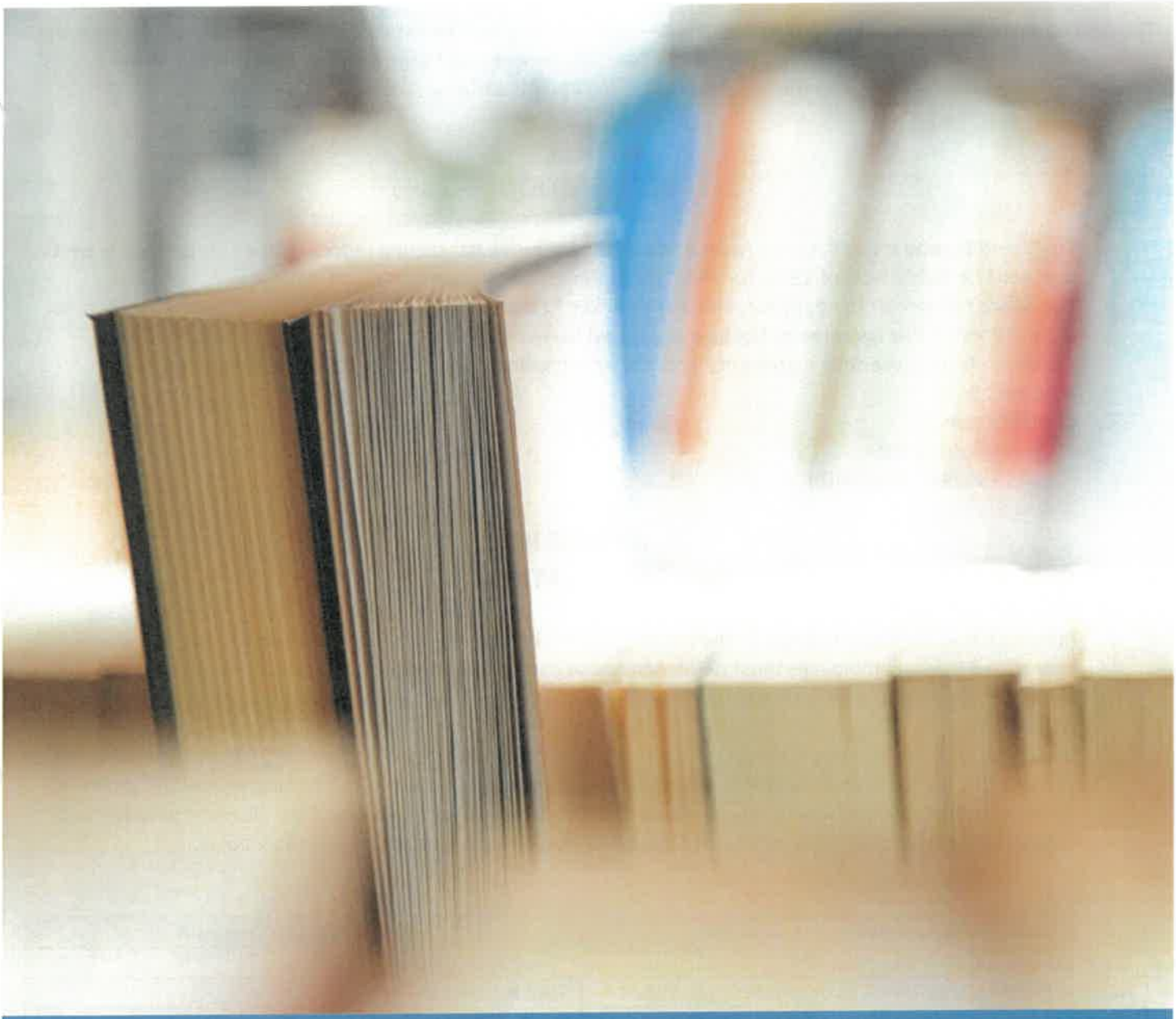

# LATCHKEY PERSONNEL CONTRACT

MASTER AGREEMENT 2025-2028

MONTROSE COMMUNITY SCHOOLS
300 NANITA DRIVE * P.O. BOX 3129
MONTROSE, MI 48457
www.montroseschools.org

This agreement entered into this 27th day of October 2025 and expires the 1st day of July 2028 by and between the Board of Education of Montrose Community School Districts, Genesee and Saginaw Counties, Montrose, MI hereinafter called the "Board", and the Montrose Latchkey Personnel "Association".

## ARTICLE I
## RECOGNITION

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all Latchkey Personnel.
B. The Board agrees not to negotiate with any Latchkey Personnel organization other than the Association for the duration of this agreement. Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Association.
C. Classifications
    1. Latchkey Aide
    2. Latchkey Supervisor

## ARTICLE II
## COMPENSATION

A. Inasmuch that the fiscal stability of the District is in the best interests of all employee groups, it is also recognized that all employees must be recognized as partners in the shared efforts to maintain adequate resources. As such, the following compensation agreement shall remain in effect for the duration of this agreement.
B. Beginning with the first day after board approval on of the contract on October 27, 2025 and for the duration of this agreement, compensation for Association members shall be based on the salary schedule shown in Table A. Annual adjustments to this schedule shall be calculated on the basis of the District's general fund balance as determined by the official financial audit for the previous school year as follows:

Table A

| Audited General Fund Balance | Compensation Formula |
|---|---|
| General Fund Balance less than 10% | *Reopener Clause |
| General Fund Balance equal to or greater than 10% | Step Increase |
| General Fund Balance equal to or greater than 11% | 0.75% (0.0075) increase to the base |
| General Fund Balance equal to or greater than 12% | An additional 0.75% (0.0075) increase to the base (cumulative gain of 1.5% (0.015) to the base |
| General Fund Balance equal to or greater than 16% | An additional 0.75% (0.0075) increase to the base (cumulative gain of 2.25% (0.0225) to the base |
| General Fund Balance equal to or greater than 18% | An additional 0.75% (0.0075) increase to the base (cumulative gain of 3.00% (0.030) to the base |
| In the event another group negotiate any deviation from this table, the group will be allowed the opportunity to renegotiate for a similar structure. | |

C. The following table reflects the 2025-2026 hourly wage by step level for the various Latchkey classifications. The table includes a 3.0% (0.030) increase to the base salaries from 2024-25.

| | YEAR | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|---|---|---|---|---|---|---|---|---|
| AIDE | 2025-2026 | $12.73 | $13.05 | $13.38 | $13.71 | $14.05 | $14.40 | $14.76 |
| | | | | | | | | |
| SUPERVISOR | 2025-2026 | $18.99 | $19.48 | $19.97 | $20.48 | $21.00 | $21.54 | $22.09 |

A. Longevity will be paid to the Supervisor as follows:

| LONGEVITY: For each year beyond 9 years (Supervisor only) | |
|---|---|
| 10 YEARS | .61 |
| 15 YEARS | .73 |
| 20 YEARS | .84 |
| 25 YEARS | .97 |

## ARTICLE III
## INSURANCE

**Supervisor:** The district will provide a single major medical insurance plan according to the Board's annual election of paying up to the determined hard cap or 80% of total plan cost.

A. The Board will pay up to the hard cap or 80% of existing single medical insurance premium plus 100% of single medical insurance premium increase up to the amount of the medical CPI rate. Employees will pay 100% of remainder of any medical insurance premium increase.
B. Any contribution paid by the employee shall be paid through pre-tax contribution to the premium payment under the means of compensation reduction agreements (Section 125 Plan).
C. Should the Latchkey Supervisor choose to not take the district offered health care insurance, they will be eligible for a "cash in lieu of" option of $200.00 per month. Employees electing to take advantage of this option should notify the payroll and benefits office in writing.

## ARTICLE IV
## LEAVES

A. Sick Time – Supervisor will receive ten (10) days per year.
B. Personal Time – **Supervisor – Three (3) days** personal leave will be granted. Unused personal leave may accumulate as sick leave.
C. Leaves of absence with pay chargeable against the employee's allowance:
    1. A maximum of five (5) days per school year for family illness or injury of an immediate family member.
    2. A doctor's appointment that cannot be scheduled another time.
    3. Immediate family is defined as spouse, children, stepchildren, grandchildren, parent or equivalent, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparents of either spouse or any family member residing in the household.
    4. Any employee may take a maximum five (5) days per year for a death in the immediate family.
    5. An employee may take one (1) day per year to attend or participate in a funeral.
D. The total unused portion of the annual sick leave allowance shall be permitted to accumulate to a maximum of 720 hours. If an employee is terminated for any reason after ten (10) years of employment, half (1/2) the accumulated sick leave shall be paid at the following rate: **Minimum Wage Rate**

## ARTICLE V
## PROFESSIONAL DEVELOPMENT

All employees must comply with the state requirements for licensing. The district will not cover the cost of the training. Employees shall be compensated at their regular hourly rate for completing state-required training that occurs outside of their normal workday, not to exceed sixteen (16) hours per school year.

## ARTICLE VI
## MISCELLANEOUS

A. A newly hired aide must complete 20 working days on probation. A probationary employee whose service is deemed unsatisfactory may be terminated at the will of the Board of Education. No sick leave, paid holidays or fringes of any kind shall be granted to a probationary employee.
B. The holidays shown below will be paid to the Supervisor only with each position being credited at the rate of 8-hours per day.

| Paid Holidays for Supervisor Only |
|---|
| July 4th |
| Labor Day |
| Thanksgiving |
| Friday following Thanksgiving Day |
| Christmas Eve |
| Christmas Day |
| New Year's Eve |
| New Year's Day |
| Good Friday |
| Memorial Day |

C. When school is not in session due to inclement weather, all classifications shall be paid, up to a maximum number of three (6) snow days per year.
D. Inclement weather days shall be paid at the rate of 8-hours per day for the ~~Assistant Supervisor and~~ Supervisor. Inclement weather days for aides shall be paid at an average hourly rate that is determined by the Supervisor.
E. In the event that it is necessary for the Supervisor to work past 8 hours per day or 40 hours per week, he/she shall be given compensation time at the rate of one and one-half times (1.5). Compensation hours must be documented and submitted in writing to the payroll office within 48 hours of accrual. Earned compensation time may not be used more than two (2) consecutive days at a time and may not be used in conjunction with personal days. All compensation time must be used by June 30 of each year.

## ARTICLE VI
## DURATION OF AGREEMENT

This agreement shall be effective as of October 27, 2025 and shall terminate on June 30, 2028 and may only be amended and/or renewed by mutual agreement.

| MONTROSE COMMUNITY SCHOOLS LATCHKEY PERSONNEL | MONTROSE COMMUNITY SCHOOLS GENESEE & SAGINAW COUNTIES, MI by the MONTROSE BOARD OF EDUCATION |
|---|---|
| Carla Reinhart | |
| | |
| | |
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| | |

# Schedule A : Latchkey Personnel Pay Scale

The following table reflects the 2025-2026 hourly wage by step level for the various Latchkey classifications. The table includes a 3.0% (0.030) increase to the base salaries from 2024-25.

| 2025-2026 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | YEAR | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| AIDE | 2025-2026 | $12.73 | $13.05 | $13.38 | $13.71 | $14.05 | $14.40 | $14.76 |
| | | | | | | | | |
| SUPERVISOR | 2025-2026 | $18.99 | $19.48 | $19.97 | $20.48 | $21.00 | $21.54 | $22.09 |

***For Illustrative Purposes only*** The following table reflects the 2026-2027 hourly wage by step level for the various Latchkey classifications. The table includes a 3.0% (0.030) increase to the base salaries from 2025-26.

| 2026-2027 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | YEAR | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| AIDE | 2026-2027 | $13.11 | $13.44 | $13.78 | $14.12 | $14.47 | $14.84 | $15.21 |
| | | | | | | | | |
| SUPERVISOR | 2026-2027 | $19.56 | $20.06 | $20.57 | $21.10 | $21.63 | $22.19 | $22.75 |

***For Illustrative Purposes only*** The following table reflects the 2027-2028 hourly wage by step level for the various Latchkey classifications. The table includes a 3.0% (0.030) increase to the base salaries from 2026-27.

| 2027-2028 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | YEAR | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| AIDE | 2027-2028 | $13.51 | $13.84 | $14.19 | $14.54 | $14.91 | $15.28 | $15.66 |
| | | | | | | | | |
| SUPERVISOR | 2027-2028 | $20.15 | $20.66 | $21.19 | $21.73 | $22.28 | $22.85 | $23.43 |