

MONTROSE

COMMUNITY SCHOOLS



EXPLANATION OF FRINGE BENEFITS

Montrose Community Schools

BUILDING AIDES

July 1, 2025 thru June 30, 2028

Eligibility	A Building Aide, directly employed by Montrose Community Schools, hired to work in a permanent position.																					
Rights of the Board	<p>The Board on its own behalf and on behalf of the electors of the district hereby retains and reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and the United States, to manage and direct the Montrose Community Schools provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement, but such rights established by law may not be infringed upon by an provision of this contract.</p> <p>The exercise of the legislative powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.</p>																					
Wage Increase Schedule	<table><tr><th>Audited General Fund Balance</th><th>Compensation Formula</th></tr><tr><td>General Fund Balance less than 6%</td><td>1.5% (0.015) decrease to the base and No Step Increase</td></tr><tr><td>General Fund Balance less than 8%</td><td>0.75% (0.0075) decrease to the base and No Step Increase</td></tr><tr><td>General Fund Balance less than 10%</td><td>Freeze in Salary and No Step Increase</td></tr><tr><td>General Fund Balance equal to or greater than 10%</td><td>Step Increase</td></tr><tr><td>General Fund Balance equal to or greater than 12%</td><td>0.75% (0.0075) increase to the base</td></tr><tr><td>General Fund Balance equal to or greater than 14%</td><td>An additional 0.75% (0.0075) increase to the base (cumulative gain of 1.5% (0.015%) to the base</td></tr><tr><td>General Fund Balance equal to or greater than 16%</td><td>An additional 0.75% (0.0075) increase to the base (cumulative gain of 2.25% (0.0225%) to the base</td></tr><tr><td>General Fund Balance equal to or greater than 18%</td><td>An additional 0.75% (0.0075) increase to the base (cumulative gain of 3.0% (0.03%) to the base</td></tr><tr><td colspan="2">In the event another employment group negotiates any deviation from this table, the group will be allowed the opportunity to renegotiate for a similar structure.</td></tr></table>		Audited General Fund Balance	Compensation Formula	General Fund Balance less than 6%	1.5% (0.015) decrease to the base and No Step Increase	General Fund Balance less than 8%	0.75% (0.0075) decrease to the base and No Step Increase	General Fund Balance less than 10%	Freeze in Salary and No Step Increase	General Fund Balance equal to or greater than 10%	Step Increase	General Fund Balance equal to or greater than 12%	0.75% (0.0075) increase to the base	General Fund Balance equal to or greater than 14%	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 3.0% (0.03%) to the base	In the event another employment group negotiates any deviation from this table, the group will be allowed the opportunity to renegotiate for a similar structure.	
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Compensation for Early Childhood Education Qualifications	<p>Building aides who are assigned to positions that require one of the following qualifications will receive an additional \$0.50 per hour in recognition of the specialized training and credentials required for the assignment:</p> <ol style="list-style-type: none">1. An Associate Degree (AA or AAS) in Early Childhood Education or Child Development,2. A valid Child Development Associate (CDA) credential, or3. Completion of at least 120 documented clock hours of formal early childhood education training. This training must include instruction in child development, learning environments, health and safety, and related topics. <p>Verification of the qualification(s) must be provided to the District prior to the assignment or at the time of hiring. The additional pay will be effective as of the date of assignment to the qualifying position or the date verification is received, whichever is later.</p>																																								
Compensation for Medical and Personal Care Duties	<p>Building aides who are regularly assigned as part of their daily job responsibilities to provide direct medical or personal care services will receive an additional \$0.50 per hour. These duties include, but are not limited to:</p> <ol style="list-style-type: none">1. Providing care for students with IVs, ports, or other specialized medical devices,2. Assisting with toileting and hygiene needs, including routine diapering or changing of soiled clothing. <p>This additional compensation applies only when such responsibilities are part of the aide's ongoing, daily assignment, as documented and approved by the building administrator or designated supervisor. Occasional or incidental assistance with such tasks does not qualify for additional compensation.</p>																																								
Holidays	<p>Aides will be paid for the following holidays at the average daily rate:</p> <p>Labor Day (When students start before Labor Day), Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day (Provided there is not school or PD), Good Friday, Memorial Day.</p>																																								

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	To be eligible for holiday pay, an employee must complete the employees last regularly scheduled workday prior to and the employees first scheduled workday subsequent to the holiday.
Lunch Break	<ol style="list-style-type: none"> 1. Aides scheduled to work five or more hours in any daily assignment are entitled to a 30-minute, unpaid, duty-free lunch break. Lunch breaks will be scheduled by the building administrator with consideration given to student and program needs. 2. Apart from lunch breaks, aides will not be provided any other type of break (paid or unpaid) during their scheduled work hours
Leave Pay (ESTA)	<ol style="list-style-type: none"> 1. Employees absent from duty on account of personal illness or any other approved reason shall be allowed full pay as follows: One (1) sick day per month worked, 10 total September –June. 2. Leaves of absence with pay chargeable against the employee's allowance: <ol style="list-style-type: none"> a. A maximum of five (5) days per school year for family illness or injury of an immediate family member. b. A doctor's appointment that cannot be scheduled another time. c. 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. d. Any employee may take a maximum five (5) days per year for a death in the immediate family. e. An employee may take one (1) day per year to attend or participate in a funeral. 3. Two (2) days personal leave will be granted. Unused personal leave may accumulate as sick leave. <p>All applicable provisions of the Michigan Paid Medical Leave Act (Public Act 338 of 2018, as amended) will be followed. Eligible employees shall accrue and be permitted to use paid medical leave in accordance with the requirements of the Act. Nothing in this Agreement shall be construed to reduce any benefit currently provided by the Employer that exceeds the requirements of the Act.</p>
Leave of Absence without Pay	<ol style="list-style-type: none"> 1. Any employee whose personal illness extends beyond the period compensated shall be granted a leave of absence without pay for such time as it is necessary for complete recovery from such illness; the period of time not to exceed one (1) calendar year. Upon the employee's return from said leave, the employee shall be assigned to the same position, if available, or a substantially equivalent position. He/she shall remain in the same position on the salary scale as when leave began. 2. The Board may grant a leave of absence for maternity, childcare, parent care without pay. Such leave must be requested in writing at least thirty (30) days in advance of the date on which the leave is to begin. Such leave may be up to six (6) months. The employee shall be returned to the same position he/she held when the leave began. 3. An employee on layoff will retain seniority up to a maximum of nine (9) months (school year). Any Association member who is on layoff for a period of time that exceeds this time frame will lose all seniority and recall rights. 4. An Association member may donate sick hours to create a "Common Sick Bank" with a maximum of fifty (50) hours, approval for use will be based on the Association Leadership recommendation. 5. Any employee leaving the Montrose Community School System with eight (8) or more years of service in Montrose shall receive ½ the accumulated sick leave, as a severance benefit, payment at minimum wage for each unused sick hour.

	6. For the 2025-26 school year the allowance of unused sick hours shall be capped at 350 hours. Unused sick hours above the cap will be paid at a rate of ½ of minimum wage on the last pay in June of each year.
Unforeseen Program Closures - Inclement Weather	When school is not in session due to inclement weather, all classifications shall be paid, up to a maximum number of snow day(s) equivalent to the employee's daily schedule allowed by the MDE per year. (First six (6) inclement weather days are paid days.)
Jury Duty	When a Building Aide is called for jury duty, the employee will return any per diem allowances, less expense, to the Board.
Health Insurance (Plan Year July-June)	<ol style="list-style-type: none"> 1. The District will provide medical insurance as detailed below according to the Board's annual election of paying up to the determined hard cap or 80% of the total plan cost for 10 months. Within those parameters, each School Year employee shall elect pursuant to the terms of a school district sponsored cafeteria plan, one of the following options: <ol style="list-style-type: none"> a. Medical insurance coverage for each employee who regularly works seven (7) or more hours per day. 2. No employee who is already enrolled in comparable medical insurance coverage as a dependent or otherwise may elect option (a) under the school district's cafeteria plan. Elections of option (c) shall be available to the extent that the insurer cooperates with the district in the administration of such an option. 3. Insurance premium payments shall not be paid while employees are on a leave of absence or leave without pay unless the employee qualifies for benefits under the Family and Medical Leave Act of 1993.
Cash in Lieu	<ol style="list-style-type: none"> 1. Cash option in the amount of \$72.00 per month for 10 months (from which applicable withholdings will be made) if the employee averages five (5) or more hours work per day on a regular basis, if applicable, cash option in the amount of \$60.00 per month for 10 months (from which applicable withholdings will be made) if the employee averages less than five (5) hours work per day on a regular basis: or 2. District-paid premiums equal to the cash option amount in (b) above to be applied toward the purchase of qualified benefits under District-sponsored welfare plans including, but not limited to, long-term disability, short-term disability, or group term life insurance. The employee must elect to pay the remainder of the required premium for qualified benefit by means of compensation reduction pursuant to the terms of a cafeteria plan. 3. Cash in lieu will be provided on the condition that: (1) employee voluntarily and in writing opts out of the available medical health care plan, and (2) provides documentation to the Superintendent's designee that the employee has other medical health care coverage that meets the minimum value and coverage requirements of the Affordable Health Care Act.
Dental	Full time employees receive Dental insurance paid for by the Board of Education.
Vision	Full time employees (regularly scheduled to work 30 or more hours per week) wishing to purchase Vision insurance may purchase the coverage with pre-tax dollars through payroll deductions.
Optional Insurance	Employees wishing to purchase two person or full family health insurance may purchase the coverage with pre-tax dollars through a qualified section 125 plan. Please contact the District Office for more information.
Retirement	Please contact ORS to find out information regarding your retirement plan.

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Vacancies and Promotions	<ol style="list-style-type: none"> 1. For the duration of this agreement, all new aides will be contracted through a third party. 2. All aides must meet the educational and/or proficiency criteria required by the federal Every Student Succeeds Act (ESSA). 3. Performance evaluations will be conducted annually by the aide's administrator. The overall evaluation will be based on the paraprofessional's total activities. The paraprofessional will be appraised of the specific evaluative procedures and criteria prior to conducting any formal evaluation.
Miscellaneous	<ol style="list-style-type: none"> 1. The Board recognizes seniority should be taken into account when a staff reduction is made. If a staff reduction is made, the board will attempt to use seniority to determine the order of lay-off. If a laid-off Association member believes their skills are adequate to perform the tasks of a lower seniority person in their classification and the laid-off Association member holds the proper certification for that position, the laid-off Association member has the right to request a hearing with the Superintendent to "bump" the lower seniority person in that classification. 2. If the Superintendent grants the Association members request to "bump" a lower seniority person in their classification, the Association member will have thirty (30) days to demonstrate that his/her skill is adequate to perform the assigned tasks. If the Association member is unable to perform the assigned tasks in a satisfactory manner, the Association member shall be returned to laid-off status. 3. If school is in session a ½ day, the mailroom aide will perform his/her work at the end of the ½ day.
Current District Employees	Sheri House and Katie Jacobs
<p style="text-align: center;">Please Note: The carrier of all insurance coverage is determined by Montrose Community Schools.</p> <p style="color: red; text-align: center;">All benefits shall be prorated and based on the actual number of days employed during the program year; i.e., new hires would have their PTO benefits pro-rated based on their hire date.</p>	

Linden A. Moore, Superintendent

Signature

Date

Sheri House, Building Aide

Signature

Date

Katie Jacobs, Building Aide

Signature

Date

Montrose Community Schools Board of Education Date Approved ____/____/____

