



FENNVILLE PUBLIC SCHOOLS

Support Staff and Certified Non-Union Staff Wage and Benefit Guidelines September 1, 2026 – June 30, 2027

Board Approved 8-17-26

General Provisions

These guidelines are established by the administration and the board of education of Fennville Public Schools for the provisions for non-union positions across the district.

Full-Time Status

For the purpose of the benefits provided under these guidelines, full-time staff members are defined as those working thirty (30) or more hours per week. These guidelines apply to all full-time support staff employees of Fennville Public Schools. Certain part-time positions will receive benefits on a pro-rated basis as determined by the district.

Insurance Coverage

All insurance provided to support staff employees shall be provided through carriers or other providers selected by the District; and all such coverage shall be subject to any and all applicable terms and conditions, rules, regulations, and/or eligibility criteria.

Medical insurance benefits shall be limited to the so-called maximum “hard cap” levels prescribed in the Publicly Funded Health Insurance Contribution Act (Act 152 of 2011; MCL 15.561-569), as the same may be amended from time to time.

Sick Leave

For each District Earned Sick Time Act (“ESTA”) benefit year, the first 72 hours of paid leave may be used for any ESTA purpose. If any of those 72 hours of paid leave are used for an ESTA purpose, then ESTA applies to the use of that paid time off. The Employee’s use of earned sick time is subject to the terms and conditions specified in the ESTA and the District’s ESTA policy, as that policy may be adopted and amended from time to time.

Employees will receive one (1) day per month worked. Twelve (12) days in a month must be worked to qualify for a sick day. Three (3) days of sick leave per year may be used for illness in the immediate family. The maximum accumulation of this leave is 140 days.

All employees who have worked a minimum of five (5) current consecutive years with FPS and have a minimum of 90 days accumulated will be paid for unused sick days, up to 12 days per year, at a rate of \$20 per day at the end of each school year. If the employee has used fewer than three (3) sick days from August 1 through June 15, then the rate of pay shall be \$25 per day. If the employee did not use any sick days from the same time period, then the rate of pay shall be \$30 per day.

Upon retirement from the District, all employees who have worked a minimum of 10 current consecutive years with FPS will be paid at a rate of \$15.00 per unused sick day, up to a maximum of 140 days.

Personal Leave

Two (2) days of personal leave will be granted per year. At the end of the school year, all employees who would like to be paid out for personal days not used during the school year, payment will be made at the end of the school year at the employee's daily rate.

This leave is non-cumulative and is intended to be used solely for business that cannot be transacted after school or on weekends. The granting of personal leave is at the discretion of the employee's supervisor. Written application for personal leave shall be made to the employee's supervisor as early as possible in advance of said leave and, except in emergency situations, shall be at least two (2) days prior to the day of the leave. Personal days may not be used on the day before or the day after a scheduled school break.

Family and Medical Leave

Employees eligible for leave time under the provisions of the Family and Medical Leave Act (FMLA) and its implementing regulations shall be granted such leave, to the extent required by the FMLA, for the purpose(s) and subject to the terms and conditions of the FMLA and its regulations. Any leave which is otherwise available under the provisions of this Agreement (e.g., paid sick leave, etc.) for the same purpose(s) for which leave is required to be provided under the FMLA shall be used concurrently with the FMLA leave and shall be credited toward fulfilling the employee's leave entitlement under the FMLA. For example, if the employee qualifies for both paid sick leave and FMLA leave, the paid sick leave shall be used as part of the FMLA leave. If the employee qualifies for FMLA leave, but not paid sick leave, then and in such event the FMLA leave shall be unpaid. FMLA leave time eligibility shall be applied on a "rolling" 12-month basis (i.e. up to 12 weeks in any 12-month period, etc.).

If an eligible employee fails to return from an unpaid leave during which the employee received a continuation of paid insurance benefits under the FMLA, the amount paid by the Board for continuation of such benefits shall be repaid to the Board, if and to the extent permitted by the FMLA and its regulations, unless the employee was otherwise entitled to the continuation of such benefits under other sections of this Agreement. Repayment shall be made within fifteen (15) days after a request for payment or according to a repayment plan agreed upon between the employee and the Board. Any amount, or portion thereof, which is owing for repayment will be deducted from any wage or other payments owing to the employee. Any remaining deficiency owing for repayment shall be collectable by initiating legal action against the employee for repayment, if not remitted within fifteen (15) days after the request for repayment is made.

Funeral Leave

In the event of death in the immediate family, an employee will be paid their regular workday for up to three (3) days per year for time lost from work to make arrangements or to attend the funeral. There shall be no funeral pay for Saturdays, Sundays, Holidays, or vacations should a funeral occur during any of these days.

For the purposes of this section, an employee's immediate family shall be considered: grandparents, parent, spouse, child, grandchild, by birth, adoption, or through marriage, as well as any relative living in the household. Exceptions can be approved by the superintendent.

Unpaid Leave

Unpaid leaves (i.e., for reasons other than those prescribed in these guidelines) may be sought in writing by an employee to the employee's supervisor but shall be subject to granting or denial at the sole discretion of the District (unless the employee is legally entitled to such leave – e.g., for military service, etc.). Written application for unpaid leave shall be made as early as possible in advance of said leave and, except in emergency situations, shall be at least two (2) days prior to the day of the leave.

Board Authority

The Board retains the right to freeze the pay schedule or to make other adjustments to these guidelines as necessary.

Section 1: Administrative Assistants and Paraprofessionals

For 2026-2027 the following positions are considered hourly staff positions under these guidelines:

- Administrative Assistants (regardless if hourly or year-round salary)
- Paraprofessionals

Hourly support staff employees are required to work during the school year according to the school calendar established by the district. Benefits listed will be received after completion of a probationary period as applicable. All benefits will be prorated for part-time employees.

The following general guidelines apply to all hourly staff covered herein:

Paid Holidays

The following days are recognized as paid holidays:

Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day

For holidays occurring during the school year, employees must work the last day before and the day immediately after a holiday to receive pay unless on paid sick leave. The terms "last day before" and "the day immediately after" are understood to apply to the regularly scheduled student days immediately before or after the holiday on the district calendar.

Administrative Assistant employees also receive Good Friday as a paid holiday when school is not in session. If school is in session for a half day on Good Friday, secretarial employees receive a half day paid vacation. Twelve-month employees also receive July 4 as a paid holiday.

Paid Vacation

Class I and Class II Support Staff will receive five (5) paid vacation days that MUST be used on scheduled school breaks. Scheduled school breaks include Christmas Break, Spring Break, student "no school days", or any other day that school is marked as "school closed" on the master calendar. Vacation Days cannot be used to extend a break during the school year.

School-year administrative assistant employees (Class III) receive twelve (12) days of paid vacation per year and year-round administrative assistant employees (Class IV) receive fourteen (14) days of paid vacation, which must be used during Spring/Winter/Summer Breaks (unless approved by the supervisor) or shall be paid out at a per diem rate at the end of the school year, not to exceed the number of days earned in a single year.

After the completion of the first two (2) years of service, 52-week secretarial employees (Class IV) will receive one additional paid vacation day per year of service up to a maximum of twenty (20) days of paid vacation per year. Vacation requests must be made in writing to the

employee's supervisor and shall be granted in such a manner as to ensure the smooth functioning of the district. A request will be made in writing to the supervisor at least two (2) weeks in advance. Exceptions to these rules may be granted on a case-by-case basis by the Superintendent.

Cancellation of School

Those employees not otherwise required to work will be paid for the first six (6) scheduled days of student instruction in a school year that are not held because of conditions outside of the control of school of school authorities (such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by the city, county, or state health authorities). Any school days cancelled beyond the first six (6) days will be unpaid.

An employee may, at his or her discretion, utilize their Personal Days or Vacation Days (if applicable), to cover time lost for inclement weather, in excess of the six (6) allowed inclement weather days. Such employees shall work on any rescheduled days of student instruction that are established by the Board and will be paid at their regular daily rate of pay, unless the number of days required to be made up includes the six (6) cancelled days for which compensation was already paid.

Employees who are required to work on days when school is cancelled shall be paid at their regular rate.

Employees assigned to Central Office Roles (Class IV) will be required to report to work on school closing days as deemed necessary by the Superintendent. The district office may operate on a delayed start or reduced day on inclement weather days. Central Office Staff may work a shorter workday, but will be compensated for 8 hours of work if they report the entire modified workday.

Health Insurance

Class I and II Support Staff

and other hourly employees as designated by the superintendent, will receive the following insurance benefits at the conclusion of their probationary period of 60 days to select one of the following:

- a) Health Insurance paid at the single subscriber rate. Employees wishing to carry full family coverage may do so, but the employee is responsible for paying the additional amount in excess of the single subscriber “hard cap” rate OR
- b) Cash-in-lieu*

Class III and IV Support Staff

- a) Health Insurance paid at the full family coverage rate OR
- b) Cash-in-lieu*

*NOTE: \$75 per month cash-in-lieu of insurance paid through the District’s Section 125 cafeteria plan. If seven (7) or more full-time employees under these guidelines opt for cash-in-lieu of health insurance, the amount will be \$250 per month. As a condition of receiving the cash-in-lieu of insurance payment, however, an otherwise eligible employee must provide the District with written proof of his/her health insurance coverage through another source; and, in the absence of such proof, the employee shall instead enroll in the District’s group health insurance plan or program.

Life Insurance

All full-time employees are entitled to \$18,000.00 in Term Life Insurance.

LTD Coverage

The district shall pay the premiums for group long term disability (LTD) coverage for 52-week secretarial employees.

Professional Development

Using established guidelines and procedures, and upon written permission of their supervisor or program administrator, employees may receive tuition reimbursement of up to \$250.00 per year for classes directly related to assigned job responsibilities and duties.

Wage Schedules

Wages schedules for paraprofessionals and administration are shown below, such that:

- Class I: Paraprofessionals, CAC Staff
 - *CAC staff will be paid at the base pay rate
- Class II: Paraprofessionals with an associate or bachelor's degree and school-year administrative assistants who support directors, such as transportation, athletics and Alternative High School.
- Class III: Administrative assistants who support school principals.
- Class IV: Year-round administrative assistants who support central office administrators such as the superintendent, Director of Teaching and Learning, Director of Special Services.
- *Class III and IV: Administrative assistants with a degree in a field related to current job assignment may be eligible for \$1/hour on scale at the discretion of the superintendent.
- Support Staff that possess certifications or credentials specific to their role may be compensated in a higher class based on specifics of certifications. This decision will be made by the Superintendent on a case-by-case basis.
- Support Staff that are bilingual (Spanish and English) AND speaking Spanish is part of their daily responsibilities may be eligible for an additional \$1/hour added to the scale.

HOURLY STAFF – September 1, 2026, through June 30 , 2027

	Class I	Class II	Class III	Class IV
Base	\$15.50	\$16.75	\$18.25	\$21.00
Step 1	\$15.75	\$17.00	\$18.50	\$21.50
Step 2	\$16.00	\$17.25	\$18.75	\$22.00
Step 3	\$16.25	\$17.50	\$19.00	\$22.50
Step 4	\$16.50	\$17.75	\$19.25	\$23.00
Step 5	\$16.75	\$18.00	\$19.50	\$23.50
Step 6	\$17.00	\$18.25	\$19.75	\$24.00
Step 7	\$17.25	\$18.50	\$20.00	\$24.50
Step 8	\$17.50	\$18.75	\$20.25	\$25.00
Step 9	\$17.75	\$19.00	\$20.50	\$25.50
Steps 10-11	\$18.00	\$19.25	\$20.75	\$26.00
Steps 12-13	\$18.25	\$19.50	\$21.00	\$26.50
Steps 14-15	\$18.50	\$19.75	\$21.25	\$27.00
Steps 16-17	\$18.75	\$20.00	\$21.50	\$27.50
Steps 18-19	\$19.00	\$20.25	\$21.75	\$28.00
Steps 20-21	\$19.25	\$20.50	\$22.00	\$28.50
Steps 22-23	\$19.50	\$20.75	\$22.25	\$29.00
Steps 24-25	\$19.75	\$21.00	\$22.50	\$29.50
Step 26	\$20.00	\$21.25	\$22.75	\$30.00

Add \$0.25 at the base for each subsequent year until a new set of guidelines is approved by the Board.

Section 2: Certified Non-Union Support Staff

For 2026-2027 any professional position that does not require a teaching certificate by the state or the board that is implied as excluded from the EA contract or that is temporary shall fall under these guidelines, positions include, but are not limited to:

- Build Level Substitutes
- Career Readiness Coach
- Credit Recovery Supervisor(s)
- Daycare Supervisor and Licensing Coordinator
- Fennville Preschool Teacher(s)
- Fennville Alternative School Supervisor/Director
- High School Counselor(s)
- Long Term Substitute(s)
- Mental Health Professional(s)
- Occupational Therapist
- School Psychologist
- School Social Worker(s)
- Speech and Language Therapist
- Student Success Coordinator(s)

Calendar

Professional support staff employees are required to work during the school year according to the school calendar established by the district. Professional support staff employees are expected to participate in professional development activities of the district as directed by their supervisor.

Sick Leave

Certified Support Staff shall be entitled to ten (10) days of sick leave per year, without loss of pay or benefits. This annual sick leave allotment shall be pro-rated for partial school year employees. Sick leave shall be interpreted to mean an employee's personal illness, quarantine at home, or physical disability. It shall also include an employee's inability to work due to illness on the part of an employee's immediate family member or other regular household member. Unused sick leave will be carried over, and an employee can accumulate up to 180 days.

Personal Leave

Personal Leave Defined Each employee shall be entitled to two (2) days of personal leave per year without loss of pay or benefits. Each employee who has completed 9 years of service to the district shall be entitled to three (3) days of personal leave per year without loss of pay or benefits. Written application for personal leave shall be made to the building principal as early as possible in advance of said leave and, except in emergency situations, shall be at least two (2) days prior to the day of the leave. Personal leave shall be used only Page 31 of 51 Table of Contents for the purpose of handling emergency or personal affairs which cannot reasonably be taken care of on the weekend, after school hours, or be delayed until a non-working weekday. Personal leave may not be used in an additional occupation. Employees are expected to use personal leave in the spirit in

which these days were provided.

Use of Vacation and Personal Days

Personal leave may not be taken during the first five (5) contracted or the last five (5) contracted days of the school year, on days scheduled professional learning day, or on first working day preceding or following a vacation or holiday period except in emergency situations as approved by the Superintendent.

Unused Personal Leave Days

Unless requested by the educator to be rolled into accumulated sick leave, all unused personal leave days shall be paid at the end of the school or fiscal year at a rate of \$200 per day. Personal leave days are non-cumulative and shall either be paid out at the end of each year or transferred into accumulated sick leave, not to exceed the cap.

Salary

Salaries for professional staff shall be established by the Superintendent in accordance with education levels and experience.

Health Insurance

The District shall provide group health insurance coverage for professional support staff employees and his/her eligible dependents. The District's contribution toward the cost of such coverage, including premiums and any other Board paid payments or contributions relating to such coverage, shall be limited to the so-called maximum "hard cap" levels prescribed in the Publicly Funded Health Insurance Contribution Act (Act 152 of 2011; MCL 15.561-569), as the same may be amended from time to time. The balance of the premiums shall be paid by the employee by payroll deduction or otherwise.

In lieu of such group health insurance and provided the employee has provided documentation of health insurance coverage through another source, the employee may, pursuant to the District's §125 Plan (i.e., §125 of the IRC), elect (in writing) to waive such group health insurance and receive cash-in-lieu of insurance in an amount equal to \$75 per month, or \$250 per month if seven (7) or more full-time employees under these guidelines opt for cash-in-lieu of health insurance. This amount may be adjusted upward based on the amounts received by other employee groups. If the employee is unable to provide written proof of coverage, or if the employee loses his/her health insurance coverage through another source, the employee shall instead enroll in the District's group health insurance plan or program.

Dental and Vision Insurance

The District shall also pay 90% of the premium for dental and vision insurance coverage for the professional support staff employee and his/her eligible dependents. The balance of the premiums shall be paid by the employee by payroll deduction or otherwise.

If the employee has elected cash-in-lieu of group health insurance coverage and wishes to receive the District's group dental and vision insurance coverage, the employee will be required to pay 100% of the premium for such dental and vision insurance benefit.

Life Insurance

The District shall pay the premiums for a group term life insurance policy for professional support staff employees. All full-time employees are entitled to \$18,000.00 in Term Life Insurance.

LTD Coverage

The District shall pay the premiums for group long-term disability (LTD) coverage for professional support staff employee

