

APPENDIX A

ADMINISTRATIVE CONTRACT INFORMATION

WATERFORD SCHOOL DISTRICT

2022-2024

HUMAN RESOURCES DEPARTMENT
501 N. CASS LAKE ROAD
WATERFORD MI 48328
www.waterford.k12.mi.us

Administrative Information

Salaries for administrators are computed by dividing the annual wage by the number of pays in the fiscal year.

Administrative personnel who work more than the number of days/weeks indicated in their assigned pay grade (with the approval of the Superintendent of Schools) will be paid for the number of days/weeks worked on a prorated basis.

Administrative personnel who are placed on probation for less than satisfactory performance will not receive an increment or salary increase during that period of time.

Work Schedule

Work year for 52-week employees: July 1st through June 30th.

Work year for less than 52-week employees: Per school year work schedule. Normal period of employment is 47 weeks.

47 and 52 week school administrators to receive Two (2) Compensation Days for conferences worked for the 2022-2023 and the 2023-2024 school years:

	2022/2023 SY	2023/2024 SY
Fall Compensation	11/23/22	11/22/23
Spring Compensation	5/26/23	5/24/24

47 week school administrators non-scheduled calendar days:

	2022/2023 SY	2023/2024 SY
Winter Break	12/23/23 – 1/6/23	12/25/23 – 1/5/24
Mid-Winter Break	2/17/23 – 2/20/23	2/16/24 – 2/20/24
Spring Break	3/27/23 – 3/31/23	3/25/24 – 3/29/22

Holiday Schedule

Labor Day
Thanksgiving & Friday after
Christmas Eve & Christmas Day
New Year's Eve & New Year's Day
Martin Luther King Day

Good Friday
Floating Holiday
Memorial Day
Fourth of July (52 week)

Experience

Experience for Administrators hired prior to July 1, 2007 will be as follows:

2022-2024 SY	
52 Weeks	\$12,750
47 Weeks	\$11,780

For new administrators hired after July 1, 2007:

Up to eight (8) years credit for previous administrative experience may be given to administrators who enter Waterford Schools as determined by the Executive Director, Human Resources.

LEVEL & YEAR	ONE YEAR	TWO YEARS	THREE YEARS	FOUR YEARS	FIVE YEARS	SIX YEARS	SEVEN YEARS	EIGHT YEARS
I 52 WEEK	\$1,742	\$3,484	\$5,034	\$6,584	\$8,134	\$9,684	\$11,234	\$14,034
II 52 WEEK	\$1,700	\$3,399	\$4,949	\$6,499	\$8,049	\$9,599	\$11,149	\$13,949
III 52 WEEK	\$1,656	\$3,312	\$4,862	\$6,412	\$7,962	\$9,512	\$11,062	\$13,862
IV 52 WEEK	\$1,640	\$3,279	\$4,829	\$6,379	\$7,929	\$9,479	\$11,029	\$13,829
LESS THAN 52	\$1,514	\$3,028	\$4,408	\$5,788	\$7,168	\$8,548	\$9,928	\$12,708
V 52 WEEK	\$1,616	\$3,232	\$4,782	\$6,332	\$7,882	\$9,432	\$10,982	\$13,782
LESS THAN 52	\$1,494	\$2,987	\$4,367	\$5,747	\$7,127	\$8,507	\$9,887	\$12,667
VI 52 WEEK	\$1,575	\$3,149	\$4,699	\$6,249	\$7,799	\$9,349	\$10,899	\$13,699
VII 52 WEEK	\$1,500	\$2,999	\$4,549	\$6,099	\$7,649	\$9,199	\$10,749	\$13,549
LESS THAN 52	\$1,380	\$2,759	\$4,139	\$5,519	\$6,899	\$8,279	\$9,659	\$12,439
VIII 52 WEEK	\$1,402	\$2,804	\$4,354	\$5,904	\$7,454	\$9,004	\$10,554	\$13,354
IX 52 WEEK	\$1,373	\$2,745	\$4,295	\$5,845	\$7,395	\$8,945	\$10,495	\$13,295
X 52 WEEK	\$1,264	\$2,527	\$4,077	\$5,627	\$7,177	\$8,727	\$10,277	\$13,077
XI 52 WEEK	\$1,223	\$2,445	\$3,995	\$5,545	\$7,095	\$8,645	\$10,195	\$12,995
LESS THAN 52	\$1,138	\$2,275	\$3,655	\$5,035	\$6,415	\$7,795	\$9,175	\$11,955
XII 52 WEEK	\$1,176	\$2,352	\$3,902	\$5,452	\$7,002	\$8,552	\$10,102	\$12,902

Longevity (All WASA members)

Longevity will be based on years of continuous service in the WASA association. A year of service shall be defined as follows: those individuals hired into the association on or before January 15th shall be credited with a full year of service for purposes of determining longevity. Longevity shall be paid on the last pay in June.

	5-9	10-14	15+
Years in Association			
Amount	\$1,250	\$1,500	\$2,000

Longevity (Hired prior to June, 2007)

Employees hired prior to July 1, 2007 received a Board Paid Annuity calculated by a percentage of their base salary plus experience level. Beginning with the 2007-2010 Waterford Association of School Administrators Contract, the Board Paid Annuity amount was frozen at the 2007-2008 rate. In addition, the Board Paid Annuity was converted to a Longevity payment based on length of service with the District, beginning with the 2007-2008 contract year. Administrators hired after July 1, 2007 will/do not receive the Board Paid Annuity/Longevity.

The Board Paid Annuity was reportable compensation and the Longevity payment is reportable compensation per the retirement law, Public Act 300 of 1980, MCL 38.1303(a).

This grand-personed Longevity payment will be paid at the beginning of each administrators' contract year. Administrators must notify the Director of Payroll with their preference of how the amount will be paid out.

Education

Salary adjustments for advanced education are made twice a year, providing that a transcript indicating successful completion of such degree or credits is received by the Human Resources Department prior to October 15 for the first semester and prior to February 15 for the second semester. All administrators in classifications I through XII will receive the following for their educational levels:

Associates Degree	\$1,000	MA+30/CPA	\$3,500
BA Degree	\$1,300	Doctorate	\$6,000
MA Degree	\$2,300		

Administrative Compensation

2022-2023

Classification	Base Rate/52 weeks	Base Rate/47 weeks
I	\$126,795	
II	\$120,881	
III	\$114,837	
IV	\$112,547	\$102,076
V	\$109,279	\$99,281
VI	\$102,093	
VII	\$93,153	\$84,445
VIII	\$79,514	
IX	\$65,725	
X	\$60,294	
XI	\$54,559	\$49,043
XII	\$48,088	

2023-2024

Classification	Base Rate/52 weeks	Base Rate /47 weeks
I	\$129,470	
II	\$123,432	
III	\$117,260	
IV	\$114,922	\$104,230
V	\$111,585	\$101,376
VI	\$104,247	
VII	\$95,119	\$86,227
VIII	\$81,192	
IX	\$67,112	
X	\$61,566	
XI	\$55,710	\$50,078
XII	\$49,103	

Retirement

Contribution to be paid by Board of Education

Administrative Staff Vacation Schedule

Twelve (12) month administrative personnel shall earn vacation according to the following years of experience:

- A. Twelve (12) month, 52 week administrators at Levels I, II, III and IV would receive the following:

Years of Waterford Experience	Earned Vacation Days
0-1	10 days
2	15 days
3	20 days

Twelve (12) month administrators at Levels V, VI, VII, and VIII would receive the following:

0-2	10 days
3-4	15 days
5 years and over	20 days

Twelve (12) month administrators at Levels IX, X, XI and XII would receive the following:

0-2	10 days
3-10	15 days
11 years and over	20 days

- B. Twelve-month, 52 week, administrators at Levels I-XII are not required to use vacation time during the Winter Vacation period in which schools are closed; the Superintendent may request administrative personnel to report.
- C. In the event that an administrator separates from employment with the District, the following will take place:
- An administrator who leaves the District after July 1 will receive a prorated vacation allocation.
 - An administrator who leaves the District after January 1 will receive the full allocation with no proration calculation.
 - An administrator who request reassignment to a non-administrative position during the school year will receive a prorated vacation allocation based on days worked as an administrator.
 - The total vacation days at separation cannot exceed forty (40) days for pay-out purposes. (Except those hired prior to July 1, 2002).
 - Twelve month administrators hired prior to July 1 2002 will receive their 20 vacation days previously earned. These days are to be paid upon resignation/retirement at their daily rate as of July 1, 2002.
- D. If a holiday falls within the vacation period it shall not be considered part of the vacation.
- E. Vacation shall be scheduled with the approval of the administrator's immediate supervisor.
- F. For the purposes of calculating vacation days, at the beginning of the fiscal year, all experience shall be rounded to the nearest year. If an administrator leaves during their first year he/she will not receive paid vacation days.
- G. Twelve month administrator's unused vacation will roll over automatically June 30th.

Administrative Approved Absences and Sick Leave

Administrators receive up to 20 approved absences per year. These are to be approved by the immediate supervisor and are to be used for approved personal business, critical illness of family members, and death of family members. Five (5) approved absence days may be used without supervisor approval, however, still require supervisor notification. No more than three (3) of the five (5) shall be taken on student days.

Administrators receive 40 paid sick days per fiscal year for personal and immediate family member illness, and for medical appointments. Employee medically-necessitated absences of 5 or more days will be paid up to 120 days or until the employee qualified for Long-Term Disability (LTD). These days are independent of Sick Leave and Approved Absence allotted days. In the case of a continuing illness or injury, the compensation shall terminate when the employee has completed 120 days and has qualified for LTD. In the event the employee is not granted LTD, he/she will be compensated for a total not to exceed 120 days. Absences due to illness of 3 days or more requires a physician's note upon return.

Employee Benefits

Health care premiums shall be shared with the District. All employees will contribute to the cost of health care premiums. These contributions are in addition to contributions currently required under existing Collective Bargaining Agreements. The District agrees to deduct the contributions from the employee pre-tax in accordance with Federal Tax Code.

Furthermore, in the event that during the term of this Agreement, the Legislature, or some other authority exercising the force of law, shall mandate that members of the bargaining unit contribute to or otherwise pay a portion of the premiums associated with healthcare, and should such contributions/payments result in an amount exceeding this agreement, the savings to the District will be reflected in an off schedule increase in wages.

Contributions are as follows:

Medical Insurance

Waterford School District will provide family medical insurance. See the plan booklet for the complete fee schedule.

Dental and Vision Insurance

Waterford School District will provide family dental and vision insurance. See the plan booklet for the complete fee schedule.

Life Insurance

Administrators are provided life insurance with AD&D in an amount equal to twice their salary with \$175,000 maximum coverage. Administrators may purchase additional optional life insurance at the same group rate the district pays for life insurance.

Long Term Disability Insurance

Long-term disability insurance is included in the administrative benefit package. Benefits are available after a 6-month disability absence has occurred. Long term disability benefits equal 60% of one's salary and a 2-year waiver of health premium for those administrators enrolled in the Waterford Health Plan.

Understanding

In the event that the law or applicable administrative regulations shall change prior to the expiration date of this Agreement so as to meaningful affect the obligations or prerogatives of the School District regarding health care insurance benefits, providers or claims management, including but not limited to, the availability of a pool or multiple employer participatory group, the parties hereto agree, that the School District shall have the authority, notwithstanding any provision(s) within this Agreement and subject to any applicable duty to bargain in good faith, to comply with any such obligation and avail itself of any such prerogatives.

Recognize and continue in force and effect the past practice of honoring "me too" agreements where administrators are extended similar benefits and wage adjustments resulting from the WEA teacher negotiations.