



Livingston  
**EDUCATIONAL  
SERVICE** Agency

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

*Inquiries regarding non-discrimination policies should be directed to the Superintendent.*

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## Section 1 – Definitions

The following terms are defined:

- A. **Agency.** Denotes the Livingston Educational Service Agency.
- B. **Board.** Denotes the Livingston Educational Service Agency Board of Education.
- C. **Day.** Denotes a working day unless otherwise stated. A working day is any day during which any part of the Agency is scheduled to be in operation according to the Agencies Operational Calendar.
- D. **Employee.** Denotes any person employed in any position defined in Paragraph 2, below.
- E. **Employer.** Denotes the Board, the Superintendent, and their designees.
- F. **Superintendent.** Denotes the Superintendent of the Livingston Educational Service Agency.
- G. **Year.** Denotes a consecutive 12-month (365 calendar day) interval.
- H. **Twelve-Month Employee.** Denotes a staff member working 2,040 hours per year or more.

## Section 2 – Applicability

These provisions shall apply without discrimination to any and all regular employees noted in appendix "A" employed by the Board.

Nothing in this handbook nor any written or oral statements or personnel policies made now or in the future is intended to create or to constitute an employment agreement. Livingston Educational Service Agency may, at any time, with or without notice, amend, modify or eliminate any of its policies, including those set forth herein.

Therefore, Employees may be terminated, with or without cause, and with or without notice, at any time, at the option of the Board. No supervisor, employee, or individual representative of the Agency or Board has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to this provision.

## Section 3 – Employment Procedures

- A. Notice of each vacancy or new position shall first be posted within the Agency.
- B. During the above posting, any qualified Employee may apply using the Agency's online application system. Failure to submit an application on or before the announced deadline date may disqualify the Employee from further consideration.
- C. Each Employee will be notified of the final disposition of their application.
- D. The Employer may transfer and place an Employee in a position. Such transfers and placements will be with prior notice.
- E. The Employer may grant part-time assignments to Employees who have met certain criteria for procedures as

outlined below:

1. Each request for a part-time assignment will be considered on its individual merits.
2. The application shall be submitted in accordance with provisions in this Handbook.
3. The particular circumstances surrounding each part-time assignment will be reviewed by the Employer with the understanding that its decision will in no way establish a precedent.
4. The decision of the Employer as to whether such part-time assignment shall be granted is final.
5. The Employee may return to a full time assignment only when there is a vacancy. The Employer may change an Employee from part-time assignment to a full time assignment at the beginning of a new year.
6. Unless otherwise indicated, the following conditions shall apply to part-time assignments: An Employee's seniority and increment shall accrue as with a full time assignment. Leave of absence days shall be pro-rated. Part-time employees will receive pro-ration of the compensation and fringe benefits (excluding income protection) for which they qualify. No other benefits shall accrue or apply. An Employee may retain medical, dental or life insurance at their expense in accordance with procedures established by the Employer and Insurance Carrier. Requests for part-time assignments shall be submitted in writing to the Deputy Superintendent and must have prior written approval before becoming effective.

## Section 4 – Compensation and Fringe Benefits

- A. **Salary Schedule.** Appendix A, attached hereto, sets forth rates of compensation to be paid to Employees.
- B. **Overtime.** Overtime at 1-1/2 times the non-exempt Employee's straight-time rate shall be paid for all required actual work in excess of 40 hours in one week. All overtime must have prior administrative approval. Non-Exempt Employees required to return to work due to alarm notifications, will be paid at 1-1/2 times the Employee's rate for time spent addressing the alarm. Time in excess of 2 hours is required to be approved by a supervisor.
- C. **Health, Dental, and Vision** benefits (excluding Division VI, Scale 5 Desktop Technician I).
  1. Employees shall be eligible for the following health, dental, and vision benefits upon acceptance of written applications by the benefit carrier and shall be effective when the requirements established by the benefit carrier are met.
  2. An Employee and an Employee's family members who are eligible for the health care insurance provided by this Section shall not be entitled to receive such insurance coverage if they are eligible to receive such insurance coverage through another employer, with the following exceptions: (1) the health care double coverage prohibition shall not apply if the other employer will not permit its employees to drop the health insurance coverage provided through the other employer for the Employee or the Employee's family members and so states in writing to the Board, and (2) an Employee who has family members who receive health insurance coverage as a result of a divorce decree shall be entitled to receive the health care insurance provided by this Section for those eligible family members who do not receive health care insurance as a result of the divorce decree.
  3. The Employee will be eligible for Board-paid dental and vision care insurance only if they do not receive

such dental/vision care insurance coverage through another employer. For the appropriate coverage, the Employee shall verify in writing that they are eligible for such coverage. Written verification shall be completed once eligibility status is achieved and then annually each year during open enrollment. After that time any Employee with double health or dental coverage shall reimburse the Board the cost of their health or dental coverage for the duration of such double coverage.

4. Any changes in family status shall be reported by the Employee in writing to the Accounting Department within thirty (30) days of such changes. The Employee shall be responsible for any overpayment of premiums by the Board in their behalf for failure to comply with this provision.

5. Maximum monthly Board contributions for health insurance will be updated annually during open enrollment, based on PA 152 guidelines.

6. **Health Benefits:**

a. The health benefit plan design shall be comparable to that offered to the LIPSA employee group.

b. The Board contribution toward medical premiums and taxes for health insurance shall not exceed the maximum amounts as defined under MCL 15.563 (PA 152). Such amounts are subject to adjustment by the State Treasurer on an annual basis.

7. **Dental Benefits:**

a. Single subscriber, two person or full-family (as appropriate) self-funded dental benefits comparable to that offered to the LIPSA employee group.

b. The Board shall contribute a maximum monthly amount towards dental benefits equal to 80% of the illustrative rates as established by plan actuaries.

8. **Vision Benefits.**

a. Single subscriber, two person or full-family (as appropriate) self-funded vision benefits comparable to that offered to the LIPSA employee group.

b. The Board shall contribute a maximum monthly amount towards dental benefits equal to 80% of the illustrative rates as established by plan actuaries.

D. **Alternative Coverage.** Any Employee who is ineligible for health care insurance as provided for above due to coverage elsewhere may elect in writing to receive an amount not to exceed \$40 per month in lieu of medical coverage. If the IRS rules that such language adversely affects taxable personal income of employees, the Board will either: 1) seek an alternate approved IRS transfer to benefits plan or, if such is not possible, 2) withdraw this provision.

E. **Long Term Disability.** Active full-time employees who work at least 25 hours per week on a regularly scheduled basis will receive a long-term disability (LTD) benefit with a premium fully paid by the board. The LTD plan replaces 60% of the monthly income loss, subject to plan limitations and exclusions. Benefit payments will be reduced by other income received or eligible to be received in accordance with the plan documents. Employees must be disabled for 90 days before benefits may be payable. The Agency shall pay the allowable portion of the

health benefit premium for the first month of Long-Term Disability, after which the Employee shall be responsible for the full health benefit premium costs while on Long-Term Disability.

- F. **Term Life Insurance.** Upon the acceptance of a written application by the carrier, effective when the carrier's requirements are met, each employee shall be eligible for an Agency-paid term life insurance policy equal to the amount of the employee's salary.

Employees with Board-paid term life insurance have a 30-day conversion right upon termination of employment. Any Employee electing their right of conversion in order to keep term life insurance in force must contact the insurance carrier within thirty (30) days of their last day of employment. The term life insurance will apply only to those Employees actively at work when the policy is effective as defined above.

- G. **Termination of Insurance Coverages.** All Board-paid fringe benefits shall terminate on the last day of employment with the Agency.

- H. **Worker's Compensation.** All Employees are covered by Workers' Compensation. All on-the-job accidents, as well as job-incurred injuries, however slight, must be reported promptly. Workers' Compensation is coordinated with earned sick time to ensure the consistency of daily wages while earned sick time is available. Accordingly, a portion of earned sick leave will be automatically deducted from the employee's sick bank to supplement approved Workers' Compensation. Once all sick time has been exhausted, the employee is no longer paid through the Agency and is only paid through Workers' Compensation for the period as defined in Michigan Law.

- I. **Income Protection.** The Board will maintain a pool of sick leave days for full-time Employees (excluding Division II). For each day an Employee is permitted to draw from the sick leave pool, they will receive 100% of their day's pay less any amounts the employee is eligible to receive from Social Security or Worker's Compensation benefits.

1. **Establishment.** Each new Employee will contribute one (1) day of their sick leave bank to the sick leave pool each year until they have contributed six (6) days, after which no further contribution will be required except as provided for below.
2. **Eligibility.** An Employee may draw days from the sick leave pool under the following conditions:
  - a. They are personally ill or has been injured or quarantined, and has obtained a doctor's statement stating that they may not work.
  - b. They have been unable to work for 14 consecutive calendar days.
  - c. They have applied in writing to the Superintendent for permission to draw days from the sick leave pool prior to or concurrent with the illness or injury.
  - d. They have no more than 10 paid sick leave days available.
3. **Use.**
  - a. During the first ninety (90) calendar days from illness/injury, an eligible Employee may draw a full day (equal in hours to their normal work day) from the sick pool for each working day of absence.
  - b. At any time during or prior to an Employee's use of sick leave pool days, the Superintendent

may require a doctor’s statement that the Employee may not return to work. Failure to provide such a statement will justify immediate withdrawal of permission to continue to draw days from the sick leave pool. If either party does not agree with the Employee’s doctor, the Employee may be required to obtain a second statement from a doctor mutually acceptable to the Employee and the Board. The requesting party will pay for the second statement.

4. **Repayment.** The Employee need not repay the pool for any days they have drawn from it. Application to draw from the pool must be renewed bi-weekly.
5. **Restoration.** When the pool falls below twenty-five (25) days, each Employee will contribute one (1) additional day of sick leave or one day’s salary in lieu of sick leave. The Board will contribute one-half (1/2) day for each day contributed by the Employee. Such restoration will occur not more than once each year. At the end of the fiscal year, all unused days will be kept in the pool.
6. **Termination.** Income protection payments will continue for a maximum period of ninety (90) calendar days from the first day of sick pool utilization.

J. **Longevity.** Employees with the years of service as noted below as of June 1st of any given year will be entitled to these additional longevity payments:

Years of Service	Longevity Payment
5-10	\$500
11-15	\$1,000
16-20	\$1,500
21-24	\$2,000
25+	\$2,500

All longevity payments are subject to established performance-based provisions

Should an employee retire prior to June 1st, the longevity payment will be prorated based on days worked of the scheduled work days from year in which the longevity was earned. That prorated amount will be paid out on their final check from the Agency.

K. **Unpaid Status.** An Employee on an unpaid status will lose all Board-paid benefits, effective the last day of the month following the month in which their unpaid status began.

## Section 5 – Work Schedule

All full-time employees work an 8-hour per day work schedule, which generally begins at 7:30am and ends at 4:30pm. This includes a one-hour lunch. Modified work schedules can be approved by administrative staff as long as the workday still includes 8-hours per day and service expectations are adequately met.

A. **Holidays.** Full time Employees will be paid for holidays occurring during their established work year according to the Agency’s calendar of operations.

B. **School Closings.**

1. Should the Employee’s worksite be closed, every reasonable effort will be made to inform the Employee.



If the worksite is closed, Employees in Division II and Division III are expected to report to work unless directed otherwise by their supervisor. Employees in other divisions may be required to report to work or work from a remote location (including home) and shall be informed of such requirement directly by their supervisor. Should the district be required to make up days of instruction because of school cancellations then the Agency's Superintendent shall consider the discretionary award of an equal number of compensatory days for employees in Division II and Division III that worked when school was cancelled.

2. If an Employee is unable or unwilling to appear for work as defined in Paragraph (1) above, they will be charged for the time they would have been scheduled to begin work and ending at one of the following three times, whichever occurs first: a) the time they would have finished their scheduled work, b) the time the Agency closes that day, or c) the time at which the Michigan State Police or the Livingston County Sheriff's Department advises us to close the Agency or advises the public in the Employee's home area to drive only in an emergency. (This provision does not apply to the Employee who is reasonably delayed in getting to work because of inclement winter weather).
  - a. **Appeals.** If an Employee feels they are unfairly charged for the time lost due to the procedures in Paragraph (2) above, they may consult with the Assistant Superintendent for Administrative Services about this matter.

C. **Loss of Pupil Instruction Days.** In the event Michigan law prohibits the Agency from counting certain days or hours as needed days of pupil instruction because those days were missed due to conditions beyond the control of school authorities (i.e., days when school is missed due to inclement weather), then 10-month Employees shall not be paid for those days and the Agency shall reschedule those days. Ten-month Employees shall be paid for working on the rescheduled days.

## Section 6 – Annual Leave Time

### A. **Accrual.**

12-month, full time Employee will be granted annual leave time with pay in accordance with the following schedule based on their length of services as of July 1<sup>st</sup>:

- Up to five years ..... 1 day/month
- Five years or more ..... 1-1/2 days/month.

Employees who do not complete a full work year or work less than a full FTE shall have earned annual leave days prorated based on their current work schedule.

### B. **Accumulation.**

1. Twelve-month, full time Employees: Effective July 1, 2018, employees may carry over up to ten (10) days of annual leave time.
2. All other Employees: May not carry over annual leave time from one year to the next.

- C. **Approval.** Requests for annual leave time must be submitted on the appropriate form and have prior administrative approval.
- D. **“Cash-Out” Option.** Employees may choose to “cash-out” up to 10 days of accrued annual leave time at their regular rate of compensation (on an annual basis). Requests should be made by June 1<sup>st</sup> of the fiscal year to payroll and will be paid on the last pay of the fiscal year.
- E. **Vacation pay out upon retirement.** Upon retirement/resignation from the Agency, Classified staff members will receive a payout of vacation days, prorated based on number of days worked of the scheduled work year, in their final check from the Agency.

## Section 7 – Leaves of Absence

### A. **Authorized - With Pay.**

1. **Sick Leave/Paid Medical Leave - Accrual and Allotment.** Each Employee shall accrue sick/paid medical leave at the rate of ½ day per pay period or major fraction thereof, dating from the date of most recent employment by the Agency. Sick leave shall accrue based on the hours per day in an Employees current work schedule (i.e. if a four hour day, a sick day accrued will represent 4 hours). Whenever an Employee is hired, the number of sick days to be accrued between their date of hire and June 30th will be calculated and allotted for their immediate use. When an Employee leaves, the number of allotted but un-accrued sick leave days will be calculated and deducted from their allotment. Then, if such reduced allotment is less than the amount of sick leave used, the difference will be charged against their last pay at the same rate as their last pay.

- a. **Accumulation.** On July 1<sup>st</sup> each 12-month Employee will receive an allotment of thirteen (13) sick leave/paid medical leave days, 11-month Employees will receive twelve (12) sick leave days and 10-month Employees will receive ten (10) sick days.

The first five (5) of these days (40 hours) allocated will be considered paid medical leave days. Paid Medical leave days may be used in 1/4-day blocks for reasons as defined in PA 338 (as amended by PA 369). Staff will be limited to 40 hours of use for circumstances related to paid medical leave on an annual basis. This allocation will be added the amount of their previously accrued and unused sick leave up to a maximum of one hundred fifty (150) days.

- b. **Sick Day Utilization.** Starting with the use of the 41<sup>st</sup> hour, sick leave days may be used in 1/4-day blocks for:
  - i. Personal illness, injury, quarantine or medical appointments.
  - ii. Serious illness in the immediate family, i.e., husband, wife, child, father or mother that requires the presence of the Employee.
  - iii. The Employee shall notify the administration of their impending absence stating the period of leave and where they can be contacted during the day. Each Employee shall give such notification prior to their scheduled on-the-job starting time.
  - iv. The Employee may be required by the Superintendent to give a written, signed

statement from the Employee's physician or from the Employee indicating the reason for such absence when reporting to work on the first working day following their absence. Failure to comply with this provision will result in the withholding of pay for such leave days.

v. Accumulated sick leave shall terminate upon severance of employment.

2. **Personal Business.** A 10- or 11-month Employee shall be granted two (2) days per year for personal business. A 12-month Employee shall be granted three (3) days per year for personal business. Personal leave shall accrue based on the hours per day in an Employees current work schedule (i.e. if a four hour day, a sick day accrued will represent 4 hours). Use of personal business days must have prior administrative approval. This leave shall be used only for the purpose of conducting business which requires the personal presence and attention of the Employee and which cannot be conducted at alternative times which do not interfere with the duties of employment. The portion of personal business time not used by the employee by the end of the contract year shall be added to the individual sick leave bank.
3. **Jury Duty Leave.** An Employee who is summoned for jury duty shall be paid an amount equal to the difference between the amount of salary they would otherwise have earned by working on that day and the daily jury fee paid by the court, not including travel allowances or reimbursement of expenses for each day on which they report for or performs jury duty and on which they otherwise would have been scheduled to work.
4. **Bereavement Leave.** When death occurs in an Employee's immediate family (defined as spouse, parent, parent of current spouse, child, brother, sister, son-in-law, or daughter-in-law) the Employee, upon request, will be excused for up to the first five (5) normally scheduled working days immediately following the date of death. If the funeral is scheduled at a later date, the Employee upon written request, can opt to defer up to two (2) of the five (5) normally scheduled working days to attend the funeral. Proof of attendance must be submitted for funerals/memorials scheduled at a later date.

An Employee will be excused, upon request for three (3) days to attend the funeral upon the death of a grandparent, step-parent, step-child or grandchild. Two (2) additional days may be granted at the discretion of the Superintendent or designee.

An Employee will be excused, upon request, for one (1) day to attend the funeral upon the death of an aunt, uncle, niece, nephew, sister-in-law, or brother-in-law.

An Employee excused from work under this Section shall receive the amount of wages they would have earned by working during the straight-time hours on such scheduled days of work for which they are excused. Payment shall be made at the Employee's rate of pay, not including premiums, as of their last day worked. Time thus paid will not be counted as hours worked for purposes of overtime.

An Employee shall notify the administration of their impending absence stating the period of leave and where they can be contacted.

**B. Authorized – Without Pay.**

1. **Conditions.** Unless otherwise indicated, the following conditions shall apply to unpaid leaves of absence:

Salary increments shall not accrue, fringe benefits shall be provided as noted in (a) and (b) below, sick leave days shall not accrue (but unused sick leave days held at the start of the leave shall be reinstated upon return), time spent on an unpaid leave will not be added to the Employee's seniority, requests for unpaid leaves shall be in writing to the Assistant Superintendent for Administrative Services, and must have prior written approval before becoming effective.

- a. Employees granted unpaid leaves of fifty (50) employee-scheduled workdays or less may retain medical insurance coverage at Board expense.
  - b. Employees granted unpaid leaves of more than fifty (50) employee-scheduled workdays may retain only medical insurance coverage at their own expense for a period not to exceed one year.
  - c. Individuals granted a leave under the Family and Medical Leave Act will retain benefits, as required under the Act.
2. **General Provisions.** The Employer may grant Employees who have met certain criteria for procedures, as outlined below, leaves of absences without pay.
- a. Each request for an unpaid leave of absence will be considered on its individual merits.
  - b. The application shall be submitted in accordance with the provisions of this section.
  - c. The particular circumstances surrounding each leave will be reviewed by the Employer with the understanding that its decision will in no way establish a precedent. If the leave is disapproved, a reason in writing will be given.
  - d. The decision of the Employer as to whether such leave shall be granted is final.
  - e. The Board shall re-employ such Employee provided they remain qualified, returning on schedule from an approved leave of absence of not more than fifty (50) employee-scheduled work days.
  - f. Employees who are granted leaves of absence exceeding fifty (50) employee-scheduled work days will be rehired upon notification of intent to return as soon as positions for which they are qualified are available.
  - g. Leaves will not be granted for purposes of seeking outside employment. If the Employee secures other employment while on leave, the Employee's removal and termination of employment is automatic.
3. **Short-Term Leaves.** When approved by the Assistant Superintendent for Administrative Services, short-term leaves without pay may be granted.
- a. Personal leave which could not be arranged at any other time or for which the Agency feels no responsibility (maximum of five (5) employee-scheduled work days).
  - b. Duty with the military reserves or National Guard when such obligations cannot be fulfilled on non-working days.
  - c. Employees granted short-term leaves shall retain their benefits during such leaves and shall be re-employed at the end of such leaves.
4. **Maternity Leaves.**

- a. An Employee who has a doctor's note stating that they are disabled may use sick time and sick pool when appropriate.
  - b. Other requests for sick time to cover maternity leaves should be directed to the Assistant Superintendent for Administrative Services.
  - c. Requests for additional leave time following the birth of a child should be directed to the Assistant Superintendent for Administrative Services.
5. **Family and Medical Leave Act.** Under certain conditions, the Family and Medical Leave Act (FMLA) provides for up to 12 weeks of leave without loss of medical/dental insurance for employees who meet the criteria. Further information can be obtained from Human Resources.

## Section 8 – Miscellaneous Provisions

**Establishing Increment Dates.** Unless specified in an Employee's offer of employment, employees hired before December 31<sup>st</sup> are eligible to advance to the next increment at the beginning of the next school year and then at the beginning of each school year thereafter. Employees hired after December 31<sup>st</sup> shall not be eligible to advance to the next increment until the beginning of the school year immediately following twelve months from their hire date and then at the beginning of each school year thereafter (subject to any performance based provisions).

**Performance Based Provision:** Any employee who does not receive a satisfactory evaluation for two consecutive years shall not qualify for either a salary increment step or longevity payment in the following year.

**Professional Dress:** Employees should dress appropriately for their assigned work, which typically includes traditional or business casual attire. Business casual attire includes casual slacks and skirts, collared shirts, blouses, or sweaters. Inappropriate attire includes sportswear/yoga pants, and clothing that exposes the leg more than two inches above the knee or clothing that has a low neckline. Jeans may be worn with approval from your supervisor and leggings may be worn under other appropriate clothing.

**Tool & Clothing Allowance:** Maintenance and bus mechanic staff shall be eligible for a \$400 per year clothing allowance (if the Agency does not provide a uniform service), and a \$350 per year tool allowance (subject to any performance based provisions). Such amounts shall be paid 50% by December 31<sup>st</sup> and 50% by June 30<sup>th</sup> through payroll as supplemental compensation.

Division I – Administrative Assistant (2,040 hours)	FLSA	SCALE	Step				
			1	2	3	4	5
Executive Assistant to the Executive Director/Assistant	Non-Exempt	2	\$19.56	\$20.55	\$21.57	\$22.65	\$23.79
Administrative & Medicaid Specialist	Non-Exempt	3	\$18.36	\$19.26	\$20.22	\$21.25	\$22.30
Special Education Administrative Assistant	Non-Exempt	4	\$17.09	\$17.94	\$18.84	\$19.79	\$20.78
Receptionist	Non-Exempt	6	\$15.62	\$16.36	\$17.10	\$17.84	\$18.91

Division II – Transportation (2,080 hours)	FLSA	SCALE	Step				
			1	2	3	4	5
Lead Bus Mechanic	Non-Exempt	2	\$23.60	\$24.81	\$26.04	\$27.34	\$28.70
Bus Mechanic	Non-Exempt	3	\$22.04	\$23.14	\$24.30	\$25.51	\$26.79
Bus Mechanic Helper*	Non-Exempt	4	\$17.82				
Bus Mechanic Intern*	Non-Exempt	n/a	\$12.00				
Transportation Dispatcher*	Non-Exempt	5	\$16.34	\$17.15	\$17.99	\$18.89	\$19.84

\*Hours vary based on work volume/needs

Division III – Operations (2,080 hours)	FLSA	SCALE	Step				
			1	2	3	4	5
Maintenance Supervisor	Non-Exempt	1	\$25.64	\$26.92	\$28.27	\$29.68	\$31.16
Maintenance	Non-Exempt	2	\$18.20	\$19.13	\$20.08	\$21.09	\$22.14
Maintenance Utility	Non-Exempt	3	\$17.86	\$18.21	\$18.58	\$18.95	\$19.33

Division IV – Finance/HR (2,040 hours)	FLSA	SCALE	Step						
			1	2	3	4	5	6	7
Accounting Coordinator	Exempt	A	\$33.73	\$34.91	\$36.13	\$37.39	\$38.70	\$40.06	\$41.46
Lead Payroll Specialist	Non-Exempt	0	\$26.65						
Payroll Specialist	Non-Exempt	1	\$20.29	\$21.32	\$22.38	\$23.50	\$24.67		
Finance Specialist	Non-Exempt	2	\$19.11	\$20.07	\$21.08	\$22.13	\$23.25		
Human Resource Specialist	Non-Exempt								
Finance Analyst	Non-Exempt								
Human Resource Analyst	Non-Exempt	3	\$18.57	\$19.51	\$20.48	\$21.51	\$22.58		
Human Resource/Finance Analyst & Receptionist	Non-Exempt								
Human Resource Assistant	Non-Exempt	4	\$15.62	\$16.36	\$17.10	\$17.84	\$18.91		

Division V – Instructional Support (2,040 hours)	FLSA	SCALE	Step				
			1	2	3	4	5
Pupil Accounting Auditor	Non-Exempt	1	\$29.23	\$30.69	\$32.23	\$33.83	\$35.53
Interpreter	Non-Exempt	2	\$24.06	\$25.26	\$26.52	\$27.85	\$29.24
Student Services Specialist	Non-Exempt	3	\$21.44	\$22.52	\$23.64	\$24.83	\$26.07

Division V – Instructional Support (1,848 hours)	FLSA	SCALE	Step				
			1	2	3	4	5
WAY Content Expert	Non-Exempt	4	\$21.33	\$22.39	\$23.51	\$24.70	\$25.94

Division VI – Technology (2,080 hours)	FLSA	SCALE	Step					
			1	2	3	4	5	6
Systems Administrator	Non-Exempt	1	\$20.19	\$20.90	\$21.63	\$22.39	\$23.17	\$23.98
Technical Support Specialist II	Non-Exempt	2	\$18.91	\$19.57	\$20.26	\$20.96	\$21.70	\$22.46
Technical Support Specialist I	Non-Exempt	3	\$16.11	\$16.67	\$17.25	\$17.86	\$18.48	\$19.13
MI-STAR Position	Non-Exempt	4	\$17.86	\$18.75	\$19.70	\$20.68	\$21.71	