



Honey Creek Community School Academy
COMPENSATION POLICY

This document is the acting compensation policy for Honey Creek Community School. The scope includes, but is not limited to, financial actions relating to hiring recommendations, salary schedule changes, guidelines for Paid Time Off, benefits, cost-of-living adjustments, stipends, and bonuses. Changes to this document shall be reviewed by the finance committee and approved by the board.

Note: This policy does not constitute a contract with any individual or group of individuals.

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Annual Review of Compensation Pay Scales and Rates

The finance committee will evaluate on an annual basis the fiscal health of the organization, and will use this information to evaluate any adjustments to compensation (step increases, cost of living adjustments, bonuses, and benefits changes). Prior to implementation, changes must be reflected in this document and approved by the Board of Trustees.

Determining compensation type and benefit eligibility

The Board of Directors will determine the appropriate initial salary for the Executive Director, taking into account prior experience. The ED will coordinate work schedules to ensure building coverage.

The ED determines all other employee categories required to determine the compensation. The ED determines what step the employee will be placed on while taking into account prior experience, relevant advanced degrees, and the administration's critical shortage list. Placement on the hourly rate schedule shall be determined by the ED based on experience and role. Start dates on or before December 1st will be honored as one full year of employment.



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A compensation statement shall be provided to new employees prior to the start of their employment, and maintained in the records of the organization. The statement will include job title, position type, compensation step or rate and applicable benefits.

Certified (full or part-time, salaried)	<ul style="list-style-type: none"> • Administration (Executive Director, Principal) • Instructional staff (teachers)
Non-Certified (salaried)	<ul style="list-style-type: none"> • After School / Camp Program Coordinator
Non-Certified (hourly)	<ul style="list-style-type: none"> • Office Professionals • After School / Camp Staff • Instructional Aides • Substitutes (Daily and Long Term)

Full-time staff (32 hours or more) are eligible for the following benefits: State of Michigan Public Retirement System, health and disability insurances and paid time off (PTO). Part-time staff are eligible for the following benefits: State of Michigan Public Retirement System, PTO.

Stipends

The ED may assign stipends to staff as appropriate and as the fiscal health of the school allows. When assigned, the stipends will be included in the individual's compensation statement. Refer to Addendum 5 for a list of currently approved stipends.

Pay Scales and Rates

Title	Compensation Table
Executive Director Principal	Addendum 1
After School Program / Camp Coordinator	Addendum 2
Instructional Staff	Addendum 3
Instructional Aides After School Program / Camp Staff Office Professionals Substitute Teachers	Addendum 4
Stipends	Addendum 5



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Paid Time Off (PTO)

	Term	PTO*	Banking Days
Certified (salaried; full or part-time)	10 month	12 days	<ul style="list-style-type: none">• Unused PTO time remaining at the end of the school year (June 30) shall be carried over up to a total of twenty-four (24) banked days.• Accumulated PTO days will not be paid out at the end of a staff member's employment.• Part-time staff are eligible for PTO days based on percentage of full-time employment.
	12 month	15 days	
Non-Certified (salaried)	12 month	15 days	
Non-Certified (hourly)	10 month	10 days	

* per contract year beginning in September.

* The Staff Handbook contains additional information about Paid Time Off guidelines.

* PTO is prorated based on appointment percentage.



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Addendum 1 Pay Scale: Administration

Executive Director Salary Scale

Step	Salary
0	\$102,000.00
1	\$104,040.00
2	\$106,120.80
3	\$108,243.42
4	\$110,407.86
5	\$112,616.16
6	\$114,868.32
7	\$117,165.36
8	\$119,509.32
9	\$121,899.18
10	\$124,338.00

*This is a 12-month position (230 days).

Principal Salary Scale

Step	Salary
0	\$91,800.00
1	\$93,636.00
2	\$95,508.72
3	\$97,419.18
4	\$99,367.38
5	\$101,354.34
6	\$103,382.10
7	\$105,449.64
8	\$107,559.00
9	\$109,711.20
10	\$111,904.20

*This is a 11-month position (214 days).



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Addendum 2 Pay Scale: After School Program / Camp Coordinator

Step	Salary
0	\$56,100.00
1	\$57,222.00
2	\$58,366.44
3	\$59,533.77
4	\$60,724.45
5	\$61,938.93
6	\$63,177.71
7	\$64,441.26
8	\$65,730.10
9	\$67,044.69
10	\$68,385.58

*This is a 12-month position (230 days).



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Addendum 3 Pay Scale: Certified Instructional Staff

Step	Salary		Step	Salary
0	\$40,800.00			
1	\$41,616.00		16	\$56,009.66
2	\$42,448.32		17	\$57,129.85
3	\$43,297.29		18	\$58,272.45
4	\$44,163.24		19	\$59,437.90
5	\$45,046.49		20	\$60,626.66
6	\$45,947.43		21	\$61,839.18
7	\$46,866.38		22	\$63,075.97
8	\$47,803.71		23	\$64,337.49
9	\$48,759.77		24	\$65,624.24
10	\$49,734.98		25	\$66,936.72
11	\$50,729.67		26	\$68,275.45
12	\$51,744.26		27	\$69,640.97
13	\$52,779.16		28	\$71,033.79
14	\$53,834.73		29	\$72,454.47
15	\$54,911.42		30	\$73,903.56

* This is a 10-month position (184 days).

- This applies to teachers, intervention specialists, social workers, and technology specialists
- Up to **five** years of prior teaching experience shall awarded as steps on the salary scale, as determined by the ED including consideration of the following:
 - Substitute teaching qualifies for the purpose of prior experience.
 - Early childhood education experience qualifies for the purpose of prior experience.
- Relevant master's degrees will count for 3 additional steps. (Additional master's degrees will not count for additional steps.)



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Addendum 4 Pay Scale: Non-Certified Hourly Staff

Instructional Aide	Hourly Rate
1	\$17.09
2	\$18.11
3	\$18.62
4	\$19.13

Office Professional I	Hourly Rate
1	\$22.44
2	\$23.15
3	\$23.97
4	\$24.74

Office Professional II	Hourly Rate
1	\$24.48
2	\$25.25
3	\$26.01
4	\$26.78

Substitute Teacher	Daily Rate
Daily Substitute	\$130
Retiree Substitute	\$150
Long-Term Substitute	\$217



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Addendum 5 Stipends

Detail	Qty	Stipend
Band & Choir Director	1	\$1,500
Board Liaison	1	\$1,000
Lead Instructional Aides	2	\$2,000
Mentor Teacher	7	\$1,750
Overnight Camp Chaperone	22	\$100/night
Report Card Printing	1	\$1,200
Special Education Coordinator	1	\$8,000
Summer Kindergarten Orientation	3	\$100
Yearbook	1	\$1,200
Social Media Coordination	1	\$600



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Addendum 6 Health & Disability Benefits

Description	Eligibility
Medical	Full time staff
Dental	
Short Term Disability	
Long Term Disability	
Life Insurance	
Flexible Spending Account	
Health Savings Account	
Employee Assistance Program	