

## LETTER OF AGREEMENT 2023-01

This LETTER OF AGREEMENT, entered into by and between the Board of Education of the Ingham Intermediate School District (“Board”), and the Office and Professional Employees International Union, Local 512 (“OPEIU”), signifies that the parties agree as follows:


WHEREAS, the Board would like to provide retention bonuses to OPEIU staff and extend the contract through 2024-25 and OPEIU agreed and has ratified the contract extension. Therefore, the parties agree to the following:

1. In 2022-23, the district will pay a retention bonus of up to \$1,500 to staff who are still employed as of 6/30/23. This will include 6/30/23 retirees. The bonus will be calculated as follows:
  - Full-time staff employed by Ingham ISD as of 9/1/22 and still employed on 6/30/23 will receive a \$1,500 retention bonus to be paid on 6/30/23. This will be prorated for staff that work less than full time.
  - Full-time staff hired between 9/2/22 and 1/1/23 and still employed on 6/30/23 will receive a \$1,000 retention bonus to be paid on 6/30/23. This would be prorated for staff that work less than full time.
  - Full-time staff hired between 1/2/23 and 4/1/23 and still employed on 6/30/23 would receive a \$500 retention bonus to be paid on 6/30/23. This would be prorated for staff that work less than full time.
  - Staff hired after 4/1/23 will not be eligible for a retention bonus in 2022-23.
  - For purposes of the retention bonus, paraprofessional staff scheduled to work 6.75 hours per day will be considered to be full-time.
  - Retention bonuses are not retirement reportable.
  
2. In 2023-24, the district will pay a retention bonus of up to \$1,000 to staff who are still employed as of 6/30/24. This will include 6/30/24 retirees. The bonus will be calculated as followed:
  - Full-time staff employed by Ingham ISD as of 9/1/23 and still employed on 6/30/24 will receive a \$1,000 retention bonus to be paid on 6/28/24. This will be prorated for staff that work less than full time.
  - Full-time staff hired between 9/2/23 and 1/1/24 and still employed on 6/30/24 will receive a \$675 retention bonus to be paid on 6/28/24. This will be prorated for staff that work less than full time.
  - Full-time staff hired between 1/2/24 and 4/1/24 and still employed on 6/30/24 will receive a \$340 retention bonus to be paid on 6/28/24. This will be prorated for staff that work less than full time.
  - Staff hired after 4/1/24 will not be eligible for a retention bonus in 2023-24.
  - For purposes of the retention bonus, paraprofessional staff scheduled to work 6.75 hours per day will be considered to be full-time.
  - Retention bonuses are not retirement reportable.


3. Extend the current contract through 6/30/25. There will be a 3% increase on the salary schedule in 2024-25. In addition, another step would be added to the top of all salary schedules for Unit I, Unit II and Unit III. This new step will be 5% higher than the previous step. The bottom step of each schedule would be eliminated. All eligible staff would move 1 step on the schedule. The 2024-25 salary schedules are attached.
4. All other terms and conditions of the OPEIU Master Agreement shall remain the same and in effect through June 30, 2025.

This Letter of Agreement shall be without precedent.

INGHAM INTERMEDIATE SCHOOL  
DISTRICT BOARD OF EDUCATION

By:   
Its: Superintendent  
Date: 4/25/23

OFFICE AND PROFESSIONAL  
EMPLOYEES INTERNATIONAL UNION,  
LOCAL 512

By:   
Its: President  
Date: 4/21/23

**2023-24**  
**OPEIU Unit I**  
**1% increase and additional 1% on the top step**

Step	HC/	MS/	LMS/
1	17.62	22.67	24.18
2	18.35	23.59	25.15
3	19.10	24.54	26.15
4	19.85	25.11	26.64
5	20.66	25.57	27.13
6	21.48	26.04	27.61
7	22.27	26.50	28.10
8	23.97	27.96	29.76

**2024-25**  
**OPEIU Unit I**  
**3% increase, add new step at the top and delete Step 1**

Step* Old/New	HC/	MS/	LMS/
<del>1</del>	<del>17.62</del>	<del>22.67</del>	<del>24.18</del>
2 (1)	18.90	24.30	25.90
3 (2)	19.67	25.28	26.93
4 (3)	20.45	25.86	27.44
5 (4)	21.28	26.34	27.94
6 (5)	22.12	26.82	28.44
7 (6)	22.94	27.30	28.94
8 (7)	24.69	28.80	30.65
N/A(8)	25.92	30.24	32.18

\*Staff moving through the step schedule will move one step in 24-25 and the new step will be the same step number as the prior year due to changes in the step numbers on the salary schedule.

Example: Staff member on HC is on Step 5 in 23-24 at \$20.66. They would be on the new Step 5 in 24-25 of \$22.12

**2023-24**  
**OPEIU Unit II**  
**1% increase and additional 1% on the top step**

Step	Grade 3	Grade 5	Grade 7	Specialist
1	13.85	15.11	17.62	19.82
2	14.41	15.70	18.35	20.54
3	15.00	16.35	19.10	21.29
4	15.58	17.02	19.85	22.06
5	16.21	17.68	20.66	22.85
6	16.49	18.51	21.48	23.68
7	16.77	19.18	22.27	24.47
8	17.76	20.65	23.97	26.28

**2024-25**  
**OPEIU Unit II**

**3% increase, add new step at the top and delete Step 1**

Step* Old/New	Grade 3	Grade 5	Grade 7	Specialist
<del>1</del>	<del>13.85</del>	<del>15.11</del>	<del>17.62</del>	<del>19.82</del>
2 (1)	14.84	16.17	18.90	21.16
3 (2)	15.45	16.84	19.67	21.93
4 (3)	16.05	17.53	20.45	22.72
5 (4)	16.70	18.21	21.28	23.54
6 (5)	16.98	19.07	22.12	24.39
7 (6)	17.27	19.76	22.94	25.20
8 (7)	18.29	21.27	24.69	27.07
N/A (8)	19.20	22.33	25.92	28.42

\*Staff moving through the step schedule will move one step in 24-25 and the new step will be the same step number as the prior year due to changes in the step numbers on the salary schedule.

Example: Staff member in Grade 5 is on Step 3 in 23-24 at \$16.35  
They would be on the new Step 3 in 24-25 of \$17.53

**UNIT III**

**2023-24 (includes .75% increase)  
 Added new Step at top, Eliminated Step 5, Increased Schedule by .75%  
 Renumbered schedule to Steps 1 through 6**

<b>Step</b>	<b>Grade 5</b>	<b>Grade 6*</b>	<b>Title 1</b>
<del>1</del>	<del>12.24</del>	<del>16.51</del>	<del>14.07</del>
<del>2</del>	<del>12.71</del>	<del>17.16</del>	<del>14.62</del>
<del>3</del>	<del>13.23</del>	<del>17.87</del>	<del>15.21</del>
<del>4</del>	<del>13.85</del>	<del>18.74</del>	<del>15.94</del>
<del>5</del>	<del>13.95</del>	<del>18.88</del>	<del>16.06</del>
1	15.48	20.61	17.82
2	16.33	21.45	18.80
3	17.36	22.52	19.96
4	18.23	23.64	20.95
5	19.13	24.81	21.99
6	20.09	26.05	23.09

**2024-25**

**OPEIU Unit III**

**3% increase, added new step at the top and delete Step 1**

<b>Step* Old/New</b>	<b>Grade 5</b>	<b>Grade 6*</b>	<b>Title 1</b>
<del>1 (delete)</del>	<del>15.48</del>	<del>20.61</del>	<del>17.82</del>
2 (1)	16.82	22.09	19.36
3 (2)	17.88	23.20	20.56
4 (3)	18.78	24.35	21.58
5 (4)	19.70	25.55	22.65
6 (5)	20.69	26.83	23.78
N/A (6)	21.72	28.17	24.97

\*Staff moving through the step schedule will move one step in 24-25 and the new step will be the same step number as the prior year due to changes in the step numbers on the salary schedule in 2024-25.

Example: Staff member on Grade 5 is on Step 4 in 23-24 at \$18.23. They would be on the new Step 4 in 24-25 of \$19.70.

\*For Instructional Assistants only, employees with an associates degree from an accredited college or university shall be given an additional five (5) percent on the above wage schedule. Employees with a Bachelor's degree from an accredited college or university shall be given an additional ten (10) percent on the above schedule. Current employees must submit a transcript prior to the start of the school year to receive this additional compensation. This wage enhancement pursuant to this section applies only, if in the sole discretion of the Assistant Superintendent of Human Resources, the credit hours are (1) in the field of education and/or (2) specifically related to the career and technical education field for the position.