

**DEARBORN PUBLIC SCHOOLS**  
**Department of Human Resources**  
**18700 Audette**  
**Dearborn, MI 48124**



**ADMINISTRATIVE ASSISTANTS' BENEFIT SUMMARY**

**2025-26**

**BENEFIT MENU PLAN**

**\*\*Effective October 1, 2012 – District contributions toward health care premiums are capped based on PA 152 of 2011. Employee contributions will be determined annually prior to open enrollment**

Health Alliance Plan – HMO  
(Specific plan design will be determined prior to annual open enrollment)

Waiver of Medical Coverage (\$2,200 family, \$1,760 two people, \$880 single in lieu of coverage)

NVA Vision

Delta Dental

Long Term Disability 70% to \$5,833/month

Life - 2 x annual salary or ability to limit coverage to \$50,000 due to tax consequences or ability to buy another 1 x salary

**LEAVE DAYS**

<b><u>Hired Prior to 5/1/13</u></b>	<b><u>Hired After 5/1/13</u></b>
<ul style="list-style-type: none"><li>• 20 vacation days per year (prorated if hired after July 1st or if employment ends prior to June 30th).</li><li>• 14 or 15 holidays per year- 1 or 2 conference release days per year for a total of 16. See the annual Exempt Holiday Schedule provided annually by HR for details.</li><li>• 1 cumulative sick days per month (12 per year), credited July 1 of each year</li><li>• 5 personal business days per year which revert to employee's sick bank if unused by June 30 (prorated if hired after July 1st or if employment ends prior to June 30th).</li></ul>	<ul style="list-style-type: none"><li>• 20 vacation days per year (prorated if hired after July 1st or if employment ends prior to June 30th).</li><li>• 14 or 15 holidays per year- 1 or 2 conference release days per year for a total of 16. See the annual Exempt Holiday Schedule provided annually by HR for details.</li><li>• 10 cumulative sick days per year, credited July 1 of each year.</li><li>• 4 personal business days per year which revert to employee's sick bank if unused by June 30 (prorated if hired after July 1st or if employment ends prior to June 30th).</li></ul>

**RETIREMENT**

Those that retire with a minimum of fifteen years of service and 80 days in their sick banks are eligible for \$75 per day with a maximum payout of \$7,500 (100 days). The maximum of \$15,000 in any given year payable in the last pay in June. If the total exceeds \$15,000, the amount is prorated based on the original calculation not to exceed \$15,000. Severance Pay is not an eligible pension supplement.