

Wayland Union Schools

Non-Affiliated

Employee Handbook

Revised July 2025

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Purpose

The information in this Handbook applies to all staff who are not affiliated with an employee group of the Wayland Union Schools or under an individual employment agreement, such as administrative employees.

This Handbook has been established for the purpose of defining and coordinating the personnel administration of Wayland Union Schools (hereinafter referred to as the District). The handbook, and the District Board of Education Policies, serve as guides for helping you understand your responsibilities and to provide information on working conditions, salary and fringe benefits, as well as to answer questions regarding rules and procedures that pertain to your employment.

We hope that your employment with the Wayland Union Schools will be mutually rewarding. Your job is important to the total operation of the school system and to the students we serve.

The District may exercise its sole discretion in applying and interpreting its policies, and it may deviate as needed to appropriately deal with and resolve specific situations. No representative of the District has authority to enter into an agreement with you that is contrary to the foregoing, except through a written agreement approved by the Board of Education and signed by the Superintendent. No other officers or representatives of the District have such authority, nor do they have the authority to make agreements inconsistent with the contents of this handbook.

The administration and supervision of employees in accordance with this handbook is the responsibility of the Superintendent. The Superintendent may delegate to others, where appropriate, specific areas of this responsibility and authority.

This handbook does not preempt or replace applicable laws.

If you have any further questions, please contact your immediate supervisor. Your questions or comments are always welcome.

Personnel Administration

Probation:

You shall be considered a probationary employee for the first ninety (90) calendar days. A formal evaluation may be performed within the probationary period to help address any issues with performance or attendance. If, at any time prior to the conclusion of the probationary period your work performance is found to be of unacceptable quality, you may, upon the recommendation of your supervisor and the Superintendent, be subject to immediate dismissal. Under no circumstances will the probationary period be extended.

Because your employment with Wayland Union Schools is voluntary and at will, you may terminate your employment at any time during or after the probation period, with or without cause or advance notice. Likewise, Wayland Union Schools also may terminate your employment at any time during or after the probation period, with or without cause or advance notice.

Evaluations:

A formal performance evaluation to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize strengths may be conducted by your immediate supervisor at least once every two years. Informal evaluations may be conducted throughout the year by your immediate supervisor. Additionally, it is encouraged that you and your supervisor discuss job performance and goals on an informal, day-to-day basis.

Working Hours:

The District normal operations are scheduled for Monday through Friday, eight (8) hours per day. During the summer and holiday breaks, a change of hours may be approved by the Superintendent or his designee. The District will determine your work schedule, with no guarantee of a minimum of hours.

You are required to keep accurate records of hours worked as requested by the District Administration, this is accomplished by utilizing the approved timekeeping system and submitting your time sheets, on a per pay period basis, to your supervisor. Adjustments in the minimum or maximum daily hours of work must be mutually agreed upon by you and your Administrator.

Employees are entitled to a ten (10) minute break which shall be considered part of their workday. Employees working a minimum of five (5) hours daily, will have a duty-free lunch period of one-half (1/2) hour. This lunch period shall be in addition to the regular workday and is unpaid.

Overtime or extra work must be pre-approved by the Building Administrator and the business office using the proper procedures.

School & Building Closures:

Employees in this classification will not be required to report to work on days when school is closed due to inclement weather or another emergency. Employees will be paid for the state allowed snow days (up to 6) as they occur. However, additional snow days will not be paid. Employees will be paid for any required make-up days that are added to the school year, as they occur at the end of the year. Full calendar year employees are expected to report to work for all additional snow days beyond the first six (6) snow days of the school year. If employees report to work on a snow day they may not “bank” time for the day. They will be paid a full day, combining the actual time worked and the “snow day” time to equal a full day. No flex time or comp time is earned. In the event of a school delay, hourly employees covered under this handbook will be paid for the actual hours worked that day.

Payroll:

You will be paid on the 5th and 20th of every month. If the date falls on a holiday, Saturday or Sunday, you will be paid the prior business day to that date. All wages are paid by direct deposit.

Wayland Union Schools makes all reasonable efforts to ensure that Employees receive the correct amount of pay in each pay period. In the event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that the possible/needed corrections can be made as quickly as possible. It is the responsibility of the employees to review their paystubs and ensure all pay and deductions are as expected.

Certain deductions will be made in accordance with federal and state laws.

The positions covered in this Handbook are included in the Non-Affiliated Salary Schedule, Appendix A.

INSURANCE BENEFITS

Full Calendar year employees:

Employees working a minimum number of hours, as established by the Superintendent, are eligible to receive health and other insurance benefits. As defined below:

- Option A – includes a High Deductible Health Plan, dental, vision, LTD, and life insurance (\$50,000).
- Option B -- includes a Low Deductible Health Plan, dental, vision, LTD, and life insurance (\$50,000).
- Option C – includes dental, vision, LTD, and life insurance (\$50,000).

The BOE will make an annual determination to either maintain 80/20 (employer/employee) or Hard Cap insurance premium percentages. These deductions will be pre-tax in accordance with the Districts Section 125 plan.

Option A- HDHP benefits currently include a H.S.A. component – this is subject to Board directive. The District will fund 100% of the H.S.A. amount in January of each year. The employee will reimburse the District 20% of the H.S.A. amount deducted at the rate of 1/24th each pay period. Should an employee leave prior to the end of the H.S.A. year the employee will refund the District 100% of H.S.A. funds for all months not employed during the balance of the calendar year. The District will deduct from the employee's final paycheck an amount sufficient to recover the balance of all H.S.A. funds. (Assures compliance with PA 152).

Employees choosing Option C shall receive cash-in-lieu of health insurance in the amount of \$5,000 annually, paid in equal monthly payments, included on the paycheck. This amount is subject to change by Board directive.

Employees working less than a Full Calendar year (and those working less than the minimum hours established above):

Employees working a minimum of 30 hours per week are eligible to receive the following healthcare benefits under the Affordable Care Act.

- Option D - A Low Deductible Health Insurance with a \$5,000 life insurance policy. No other insurance options are offered. (To include cash-in-lieu)

Various laws, district guidelines, and insurer rules shall determine when an employee can make changes in the coverage selected.

403(b) and 457(b) Plans:

You have the option of contributing to either a 403(b) or 457(b) tax sheltered annuity plans or Roth 403(b) or 457(b) plans. For more details on this, please review the information pertaining to this on the District website.

Time Away from Wayland Union Schools**Holidays:**

Employees working the full calendar year shall be given the following ten (10) holidays with pay:

Friday before Labor Day
 Labor Day
 Thanksgiving Day
 Friday following Thanksgiving
 Christmas Eve
 Christmas Day
 New Year's Eve
 New Year's Day
 Memorial Day
 Fourth of July

If a holiday falls on a Saturday, the Friday preceding will be the celebrated holiday. If the holiday falls on a Sunday, the following Monday will be the celebrated holiday.

Employees working less than a full calendar year will be paid for the following holidays based on the number of days worked per week:

Work 5 days per week: Paid 7 holidays as they occur occur for hours normally worked on the observed day	Work 4 days per week: Paid 6 holidays as they occur	Work 3 days per week: Paid 5 holidays as they occur	Work 2 days per week: Paid for 4 holidays as they
Labor Day	Labor Day	Labor Day	Labor Day
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day	Thanksgiving
Christmas Day	Christmas Day	Christmas Day	Christmas Day
Christmas Eve	Christmas Eve	Christmas Eve	New Years Day
New Years Day	New Years Day	New Years Day	
New Years Eve	New Years Eve		
Memorial Day			

* Holidays will be paid the equivalent of hours paid on a typical workday that coincides with the observed day for the Holiday.

Leavetime:

Full-Time (40 hour week) / Year-Round (12 month) Employees

- **ESTA (Earned Sick Time Act):** Full-Time/Year-Round Non-Affiliated employees will earn ESTA each month July through June at the rate of 6 hours per month. 72 hours will be front loaded in July or pro-rated & loaded based on when a new hire starts working. In the event that an employee's active status changes prior to the end of the school year, all ESTA will be pro-rated. Any time used that was unearned will be required to be paid back to the district. Any ESTA hours remaining at the end of the school year, will be rolled over into ETO hours.
- **ETO (Earned Time Off):** Full-Time/Year-Round Non-Affiliated employees will have ETO hours. All employees will earn 4 hours of time off for each month in which a minimum of half of the work days are worked. ETO may be accessed beginning the end of the probationary period (91st calendar day of employment). 48 hours will be front loaded in July or pro-rated and loaded based on when a new hire starts working. ETO hours (up to 1200) will roll over each July. If on June 30, an employee has more than 1200 hours in their bank, they will lose that additional time. Thereby starting July 1 with 1200 hours, plus the new year's allocation and any rolled over ESTA hours.
- **Vacation:** Full-Time/Year-Round Non-Affiliated employees will be allocated Vacation time. Vacation time will be front-loaded each July 1st, in full, for the upcoming year, or in the case of a mid-year hire will be prorated. However, these days are earned over the course of the upcoming year. If an employee has a start date after Dec 31 in a school year, the employee maintains first year vacation allocation for the following school year. (A hire prior to Dec 31 counts as year one)

Upon termination of employment, any earned vacation days not taken will be paid to the employee.

Conversely, the employee will reimburse any paid, but not yet earned, vacation days with his/her final pay. The rate of pay of this payout or reimbursement to the District will be according to the employee's regular pay rate.

Employees hired prior to July 1, 2018 are grandfathered with a maximum of 160 hours of vacation, i.e. four weeks at 40 working hours per week.

Employees hired after July 1, 2018 will be entitled to ten (10) days, with a maximum of 80 hours of paid vacation during year one (unless prorated by hire date). Annually, an employee shall be allocated paid vacation leave as follows:

- 2nd year = 11 days paid vacation (max of 88 hours)
- 3rd year = 12 days paid vacation (max of 96 hours)
- 4th year = 13 days paid vacation (max of 104 hours)
- 5th year = 14 days paid vacation (max of 112 hours)
- 6th year = 15 days paid vacation (max of 120 hours)
- 7th year = 16 days paid vacation (max of 128 hours)
- 8th year = 17 days paid vacation (max of 136 hours)
- 9th year = 18 days paid vacation (max of 144 hours)
- 10th year = 19 days paid vacation (max of 152 hours)
- 11th year and beyond = 20 days paid vacation (max of 160 hours)

For Part-Time (less than 40 hour week) / Year-Round (12 month) Employees

- **ESTA (Earned Sick Time Act):** Part-Time/Year-Round Non-Affiliated employees will earn ESTA each month July through June at the rate calculated by 30 hours worked = 1 hour of ESTA. Time will be calculated and front loaded in July or pro-rated & loaded based on when a new hire starts working. In the event that an employee's active status changes prior to the end of the school year, all ESTA will be prorated. Any time used that was unearned will be required to be paid back to the district.
- **Earned Time Off (ETO):** Part-Time/Year-Round Non-Affiliated employees will have ETO hours. All employees will earn 2 hours of time off for each month in which a minimum of half of the work days are worked. ETO may be accessed beginning the end of the probationary period (91st calendar day of employment). 24 hours will be front loaded in July or pro-rated and loaded based on when a new hire starts working. ETO hours (up to 750) will roll over each July. If on June 30, an employee has more than 750 hours in their bank, they will lose the additional time. Thereby starting July 1 with 750 hours plus any rolled over ESTA hours.
- **Vacation:** Part-Time/Year-Round Non-Affiliated employees will be allocated Vacation time. Vacation time will be front-loaded each July 1st, in full, for the upcoming year, or in the case of a mid-year hire will be prorated. However, these days are earned over the course of the upcoming year. If an employee has a start date after Dec 31 in a school year, the employee maintains first year vacation allocation for the following school year. (A hire prior to Dec 31 counts as year one)
Upon termination of employment, any earned vacation days not taken will be paid to the employee. Conversely, the employee will reimburse any paid, but not yet earned, vacation days with his/her final pay. The rate of pay of this payout or reimbursement to the District will be according to the employee's regular pay rate.

Employees will be entitled to ten (10) days of paid vacation during year one (unless prorated by hire date). Annually, an employee shall be allocated paid vacation leave as follows:

- 2nd year = 11 days paid vacation
- 3rd year = 12 days paid vacation
- 4th year = 13 days paid vacation
- 5th year = 14 days paid vacation
- 6th year = 15 days paid vacation
- 7th year = 16 days paid vacation
- 8th year = 17 days paid vacation
- 9th year = 18 days paid vacation
- 10th year = 19 days paid vacation
- 11th year and beyond = 20 days paid vacation

For Non Year-Round Employees (Both Full and Part-Time)

- **ESTA (Earned Sick Time Act):** Part-Time/Year-Round Non-Affiliated employees will earn ESTA each month July through June at the rate calculated by 30 hours worked = 1 hour of ESTA. Time will be calculated and front loaded in July or pro-rated & loaded based on when a new hire starts working. In the event that an employee's active status changes prior to the end of the school year, all ESTA will be prorated. Any time used that was unearned will be required to be paid back to the district.
- **Earned Time Off (ETO):** Non Year-Round Non-Affiliated employees will have ETO hours. Employees will earn 3 hours of time off for each month (August-June for 11 month employees and August-May for 10 month employees) in which a minimum of half of the workdays are worked. ETO may be accessed beginning the end of the probationary period (91st calendar day of employment). Time will be front loaded in July or pro-rated and loaded based on when a new hire starts working. ETO hours (up to 1200) will roll over each July. If on June 30, an employee has more than 1200 hours in their bank, they will lose the additional time. Thereby starting July 1 with 1200 hours plus any rolled over ESTA hours.

Time Off Use Limitations

ESTA (Earned Sick Time Act)

- Time can be used in 1 hour increments
- ESTA can be used for the employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for the employee or the employee's family member.
- ESTA can be used if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care of psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- ESTA can be used for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- ESTA can be used for closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, regardless of whether the employee or family member has actually contracted the communicable disease.
- More than 3 consecutive days will require reasonable documentation that the leave has been used for a permissible purpose defined by ESTA (above).
- ESTA must be used for reasons defined by ESTA before ETO can be used.
- Days off should be entered as they occur in the absence management system determined by the district.

Family member is defined by the Earned Sick Time Act and: Biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in place of a parent. Biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in place of a parent when the employee was a minor child. Grandparent. Grandchild. Biological, foster, or adopted sibling. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Earned Time Off (ETO):

- Time can be used in 1 hour increments
- No more than 3 consecutive days can be taken at one time, unless a dr. note is provided stating the employee is unable to work
- Days off should be entered as they occur in the absence management system determined by the district.
- Days cannot be used the first five student days or last five student days, unless a dr. note is provided stating that the employee was unable to work.
- Days cannot be attached to any district scheduled break, unless a dr. note is provided stating that the employee is unable to work.
- Days cannot be attached to the use of ESTA days, unless all ESTA days have been exhausted AND a dr. note is provided stating the employee was unable to work.

A doctor's note must be provided within 3 days of the need for a note.

The Board reserves the right to require reasonable proof of illness including a doctor's certificate, where a pattern of ETO leave indicates abuse.

Family Emergencies/Bereavement up to 5 ETO days can be taken for emergency leave, when authorized by the supervisor. The immediate family shall include mothers, fathers, children, grandparents, grandchildren, brothers, and sisters (to include all step and in-law of those relations).

In the event a WUS employee transfers from another classification and has days in their leave time categories, their days will be calculated by the admin office for the conversion needed based on the number of hours daily in their former position compared to the scheduled hours of the new position.

Year-Round/Full time Non-Affiliated employees who have been with WUS at least 10 years who are retiring under the Michigan Public School Employees Retirement System, and notifying the District by April 1 of the intent to retire at the close of the fiscal year (June 30) shall be compensated for unused ETO hours in the following manner. Hours will be converted to days using the 8 hours=1 day calculation:

15-74 Days \$35 x total number of accumulated ETO days

75-150 Days \$50 x total number of accumulated ETO days

Example #1:

Retiree has 34 accumulated ETO days and receives $34 \times \$35 = \$1,190$

Example #2:

Retiree has 82 accumulated ETO days and receives $82 \times \$50 = \$4,100$

Employees must be actively working through their last regularly scheduled work day, or June 30, of the year of retirement, no leave time can be used the last 10 working days.

The payment will be made to an employer approved Tax Sheltered Deferred Retirement Plan account by July 20. If the employee has not set up this Tax Sheltered Deferred Retirement Plan account by May 31, the funds will revert back to the district.

No ETO days will be paid out upon leaving employment, except as noted above for retirees at Fiscal year-end.

Vacations:

Vacation time for all eligible hourly employees can be used in one hour increments.

All vacation requests must be submitted to your immediate supervisor for approval prior to the date vacation begins. Requests will be reviewed based on factors such as organizational needs and staffing requirements.

Up to ten (10) days (80 hours max) of vacation days may be carried over to the next fiscal year. At no time will an employee have more than 30 vacation days available (10 carry over plus 20 allocated in July). In the event of your death, accrued vacation pay will be paid to your heirs as required by State Law.

IMPORTANT: ESTA, ETO and Vacation days are earned by the month. If employees leave before the end of the school year and have used more days than they have earned in the current year, they shall reimburse the District for the days taken, but not earned, for which they have already been paid.

Unpaid Leave:

Unpaid leave may be requested. Unpaid leaves must be requested through and approved by the Superintendent. Unpaid leave may result in a proration of insurance benefits.

If an employee has exhausted all leave and misses three (3) unapproved consecutive days, a medical note will be required.

Disciplinary Action:

The General Employee Handbook defines certain standards and expectations regarding conduct and performance within the District. Violation of these standards and expectations will generally result in corrective action, which may include formal disciplinary action. No Handbook can be all inclusive of the behaviors that may lead to corrective disciplinary action. The District expects all employees to exercise common sense and good judgment in the best interest of the students and the District as a whole at all times. Refer to the General Employee Handbook for further information.

Conferences:

The District encourages attendance at approved, school-related conferences (i.e. MSBO) or workshops for your currently held position. Prior approval is required for up to two (2) conference or workshop days per fiscal year. When required conference(s) are requested, or suggested for your position, and approved by the District, using the conference request form available online, expenses for travel, lodging and meals will be paid (pre-approval is necessary through the Business Office).

Tuition Reimbursement:

Non-Affiliated employees, who have worked for the District a minimum of one (1) year, may access tuition assistance to improve skills which directly relate to their current job role. The District will assist in offsetting tuition costs up to \$500.00 per employee, per fiscal year. Annual cap of budgeted funding does apply.

The coursework must be at an accredited college, university, or tech center established for higher learning and be approved by the Director of Finance and Operations prior to enrollment to qualify for reimbursement.

Reimbursement will be made upon written request with proof of grade at a “B” or better, and proof of payment.

Appendix A

Non-Affiliated Salary Schedule 2025-2026										
Step	level 1	level 2	level 3	level 4	level 5	level 6	level 7	level 8	level 9	level 10
1	\$13.75	\$16.25	\$19.41	\$22.57	\$23.91	\$25.22	\$26.55	\$29.21	\$31.22	\$33.76
2	\$14.16	\$16.98	\$20.30	\$23.60	\$24.97	\$26.36	\$27.74	\$30.53	\$32.62	\$35.27
3	\$14.77	\$17.73	\$21.20	\$24.65	\$26.10	\$27.55	\$28.99	\$31.91	\$34.10	\$36.86
4	\$15.44	\$18.53	\$22.14	\$25.76	\$27.28	\$28.79	\$30.31	\$33.33	\$35.62	\$38.52
5	\$16.13	\$19.36	\$23.16	\$26.92	\$28.51	\$30.09	\$31.68	\$34.84	\$37.22	\$40.25
6	\$16.86	\$20.26	\$24.20	\$28.12	\$29.78	\$31.43	\$33.10	\$36.41	\$38.91	\$42.07
7	\$17.63	\$21.16	\$25.29	\$29.40	\$31.14	\$32.85	\$34.58	\$38.04	\$40.66	\$43.97
1% increase										
LONGEVITY										
5 years	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
10 Years	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
15 Years	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
20 years	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
**Longevity is based on years in District.										

- Level 1 Base Clerical/Aide-not in union
 Level 2 Non-Affiliated Secretary, Technology Secretary/Help Desk Assistant
 Level 3 Specialists, Technician Level I, Comm Ed Coordinator, Fitness and Aquatics Coordinator
 Level 4 Pupil Accountant/Registrar, Accounts Specialists I, Communications Specialist I, Network (Tech) Eng Level I
 Level 5 Technician Level II
 Level 6 Asst Mechanic/Driver, Behavior Interventionist
 Level 7 FAC Director, Mechanic, MS Athletic Coordinator, Network (Tech) Eng Level II, District Safety Officer
 Level 8 Accounts Specialist II, Communications Specialist II, Executive Admin Asst
 Level 9 Accountant, Network Supervisor
 Level 10 Maintenance Supervisor, Transportation Supervisor

2080 Salary Conversion (52 wks, 40 hrs) 2080 hours										
7/1/2025	level 1	level 2	level 3	level 4	level 5	level 6	level 7	level 8	level 9	level 10
Step	1	2	3	4	5	6	7	8	9	10
1	\$28,591.89	\$33,801.87	\$40,377.38	\$46,945.60	\$49,732.80	\$52,456.98	\$55,230.03	\$60,755.14	\$64,935.73	\$70,220.80
2	\$29,453.22	\$35,314.45	\$42,226.08	\$49,088.00	\$51,937.60	\$54,830.88	\$57,708.98	\$63,507.18	\$67,855.84	\$73,359.94
3	\$30,721.60	\$36,878.40	\$44,095.79	\$51,272.00	\$54,284.67	\$57,309.82	\$60,299.20	\$66,364.27	\$70,923.01	\$76,668.80
4	\$32,121.23	\$38,542.40	\$46,049.54	\$53,570.40	\$56,742.61	\$59,883.20	\$63,045.01	\$69,326.40	\$74,095.22	\$80,124.51
5	\$33,549.78	\$40,272.34	\$48,171.34	\$55,986.32	\$59,300.80	\$62,582.83	\$65,894.40	\$72,467.20	\$77,417.60	\$83,716.88
6	\$35,068.80	\$42,142.05	\$50,335.17	\$58,489.60	\$61,942.40	\$65,376.90	\$68,843.22	\$75,733.84	\$80,922.82	\$87,498.32
7	\$36,670.40	\$44,011.76	\$52,604.03	\$61,154.29	\$64,767.66	\$68,328.00	\$71,931.39	\$79,116.13	\$84,578.21	\$91,447.82