



Non-Affiliated

Administrator Handbook

Effective July 1, 2022

Table of Contents

A. Recognition.....	3
B. Salary.....	3
C. Longevity	3
D. Performance Evaluations	3
E. Work Week/Attendance	3
F. Payouts	3
G. Degree Stipends	4
H. Index	4
I. Inclement Weather Days.....	4
J. Sick Day Buy Back.....	4
K. Mileage Reimbursement.....	4
L. Annual Training.....	4
M. Leaves with Pay.....	5
N. Benefits.....	5-6
O. Calendars.....	6
P. Prorated Contracts/Salaries for Less than a Full Year of Service	6
Q. Positions	7-24
Assistant Superintendent.....	7
Directors for Elementary, Secondary & Special Education.....	8
Director for Finance	9
Supervisor for Business Support Services.....	10
Supervisor for Special Education	11
Director for Early Childhood.....	12
Center Director	13
Director for Operations.....	14
Director for Technology	15
Supervisor for Technology	16
Supervisor for Transportation	17
Supervisor for Maintenance & Custodial Services	18
Supervisor for Food & Nutrition/Wellness	19
LCHS & LCHS-N Dean of Students.....	20
Director for Athletics.....	21
Athletic Coordinator	22
Director for JAPAC	23
Coordinator for Human Resources.....	24

L'ANSE CREUSE PUBLIC SCHOOLS NON-AFFILIATED ADMINISTRATORS

A. Recognition

This handbook represents full-time non-affiliated administrators working at L'Anse Creuse Public Schools.

B. Salary

Please reference individual position pages as they relate to annual salaries, based on a position's responsibility index.

C. Longevity

Non-affiliate administrators will receive a longevity incentive for every year of service to the district five (5) years and more, beginning with their date of hire into the district. Payments may be split (November and April) at the choice of the employee or will be paid as one lump sum in June. The cutoff date in order to be eligible for longevity is December 31 of the year of hire. Longevity payments are calculated, as listed below. Longevity payments begin in the 5th, 10th, 15th and 20th years of service on a fiscal basis.

5-9 years of service: 2% of Base Salary
10-14 years of service: 4% of Base Salary
15-19 years of service: 6% of Base Salary
20+ years of service: 8% of Base Salary

D. Performance Evaluations

Written performance evaluations are to be prepared annually.

E. Work Week/Attendance

Full-time administrators are expected to work a minimum of 40 hours per week.

Regular and timely attendance is a requirement for each employee. All absences should be recorded in Frontline.

Please see individual position pages for details on number of days worked, paid leaves and holidays.

F. Payouts

Upon termination of services with the school district, non-affiliated administrators with more than twenty (20) sick days accumulated shall be paid for all unused days beyond the twenty (20) to a maximum payout of two hundred twenty (220) days. The rate of pay shall be thirty-five (35) dollars per day.

Upon retirement, non-affiliated administrators with more than twenty (20) accumulated sick days shall be paid for all unused days beyond the twenty (20) to a maximum payout of two hundred twenty (220) days. The rate of pay shall be thirty-five percent (35%) of the non-affiliated administrator's daily salary per day. Daily wages shall be computed by dividing the non-

affiliated administrator's total annual contract amount by their scheduled work days, less vacation and personal days allowed. The funds will be deposited into a 401a account for each individual with a company chosen by the school district. Funds will be available 30 to 60 days after retirement.

G. Degree Stipends

Employees may be eligible to receive a degree stipend for any degree above what an employee's job description requires. Degrees must be pre-approved by the Assistant Superintendent for Human Resources. The amounts paid to employees for degree stipends on an annual basis are listed below:

Associate's Degree:	\$1,000
Bachelor's Degree:	\$2,500
Master's Degree:	5% of base salary
Ed.S.:	3.5% of base salary
Ph.D. or Ed.D.:	Ed.S. + \$5,000

H. Salary Responsibility Index (SRI)

The maximum salary for each Nonaffiliated Administrator position will be based on the current LCAA Bargaining Agreement HS Principal Max salary, multiplied by the SRI of the Nonaffiliated Administrator position.

Upon initial hire, Nonaffiliated Administrators may be placed on a salary step up to 5% less than the maximum SRI for the position. Each year thereafter, the salary will increase by 1% until the maximum SRI is reached.

I. Inclement Weather Days

All non-affiliated administrators should expect to report to work unless otherwise notified by a supervisor.

J. Sick Day Buy Back

At the end of each school year, non-affiliated administrators may sell back up to 10 sick days at a rate of \$60/day, but he/she cannot go below 20 days in his/her personal sick bank.

K. Mileage Reimbursement

Mileage reimbursement will be calculated according to the established IRS rate. District form required for reimbursement.

L. Annual Training

All non-affiliated administrators are required to take annual training tutorials in compliance with Board Policy and Federal Law. A reminder memo with the required tutorials is sent on a yearly basis by the Human Resources Department.

M. Leaves with Pay

I. Bereavement Days: Please review the chart below as it pertains to bereavement days.

Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
Grandparents, Grandchild, Live-in Family Member/Children’s Parent/Other than above	2 days
Not listed above	1 day S/L

Leave days may be non-consecutive and must be used within eight (8) calendar days following the death unless there are extenuating circumstances. One (1) day leaves may be granted for funerals of others than those persons defined and will be charged to sick leave. These days will be the non-weekend days following the death. If any part of this leave occurs during a non-paid break such as summer, those days will be non-paid.

I. Absences related to Jury Duty.

In an effort to assist our office in processing pay and attendance properly for Jury Duty, please follow the steps below:

- After confirming the absence for Jury Duty (usually Jury Duty is confirmed by a phone call the evening before the reporting date), please log the absence as soon as possible in AESOP by selecting Personal Day or PTO. If no PTO time is available, this will become unpaid until documentation is submitted as outlined in the third bullet point.
- Fulfill Jury Duty commitment.
- Submit Jury Duty verification of attendance letter and payment to Deborah Demick in the Human Resources Office within one week of Jury Duty. The Human Resources Office will edit your absence reason to Jury Duty once proper documentation has been received.

II. Vacation, personal, sick and flex days are listed under each individual position. Please note, these days are given up front but not fully earned until the year is completed. If a full year is not worked, days will be calculated on a prorated basis. If all time has been exhausted at the time of separation and a full year has not been worked, the employee will be responsible for any money owed to the district.

N. Benefits

Unless otherwise noted in individual contract, please see information below as it relates to employee insurance.

Health Insurance:	MESSA ABC Plan 1: \$1,600/\$3,400 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)
Dental Insurance:	Set Seg (or comparable plan)
Optical Insurance:	VSP-2 S (or comparable plan)

Life Insurance:	Madison National Life Insurance \$250,000, with option to decline (contact the Benefits Office for further information).
Long-Term Disability:	Madison National Life Insurance
Cash in Lieu:	Employees are eligible for a cash in lieu payment as determined by the Board of Education, currently \$333.33 per month. However, if additional employees take a cash in lieu payment, the yearly stipend is subject to increase per person. Signed documentation of current active insurance is required to be eligible for cash in lieu.

O. Calendars

Please refer to individual position pages.

P. Prorated Contracts/Salaries for Less than a Full Year of Service

A prorated contract/salary will be calculated for Nonaffiliated Administrators who serve in their position for less than a full year due to a hire date after July 1st based on the following formula:

Base salary, & stipends divided by number of days of scheduled work = Daily Rate

Daily Rate multiplied by number of days available to work = **Prorated Salary**

This handbook does not constitute an employment contract. It is to be used as a reference guide for listed positions and may be updated at any time.

Assistant Superintendents		
Salary		
Index	1.0850	
Leave Time		
Scheduled Work Days	241	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	10	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Wheeler Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

**Directors for Elementary & Secondary Education
Director for Special Education**

Salary

Index	0.9630
--------------	--------

Leave Time

Scheduled Work Days	241	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	10	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Wheeler Center	

Insurance

Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)
Dental Insurance	Set Seg (or comparable plan)
Optical Insurance	VSP-2 S (or comparable plan)
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).
Long-Term Disability	Madison National Life Insurance

Director for Finance		
Salary		
Index	0.9630	
Leave Time		
Scheduled Work Days	241	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	10	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Wheeler Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Supervisor for Business Support Services		
Salary		
Index	0.6414	
Leave Time		
Scheduled Work Days	241	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	5	
Flex Days	3	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1day S/L
Calendar	52-week Non-affiliated Wheeler Center	
Insurance		
Health Insurance:	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
LTD	Madison National Life Insurance	

Supervisor for Special Education		
Salary		
Index	0.8440	
Leave Time		
Scheduled Work Days	209	
Vacation Leave	3	
Sick Leave	11	
Personal Leave	5	
Flex Days	2	
Holidays	See current calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	LCAA Calendar	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Director for Early Childhood		
Salary		
Index	0.3796	
Stipends		
*GSRP Director & GSRP Grant	* \$8,100/year & \$6,000/year *GSRP Director must be qualified and certified to qualify for stipend	
Leave Time		
Scheduled Work Days	229	
Vacation Leave	10	
Sick Leave	7	
Personal Leave	2	
Flex Time	2	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	Center Director	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Center Director		
Salary		
Index	0.3300	
Stipends		
*GSRP Director	*\$6,000/year *GSRP Director must be qualified and certified to qualify for stipend	
Leave Time		
Scheduled Work Days	229	
Vacation Leave	10	
Sick Leave	7	
Personal Leave	2	
Flex Time	2	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	Center Director	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Director for Operations		
Salary		
Index	0.9630	
Leave Time		
Scheduled Work Days	245	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	10	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Brender Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Director for Technology		
Salary		
Index	0.9630	
Leave Time		
Scheduled Work Days	245	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	10	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Brender Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Supervisor for Technology		
Salary		
Index	0.6685	
Leave Time		
Scheduled Work Days	245	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	5	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Brender Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Supervisor for Transportation		
Salary		
Index	0.6460	
Leave Time		
Scheduled Work Days	245	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	5	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Brender Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Supervisor for Maintenance & Custodial Services		
Salary		
Index	0.5724	
Leave Time		
Scheduled Work Days	245	
Vacation Leave	20	
Sick Leave	10	
Personal Leave	5	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Brender Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Supervisor for Food & Nutrition/Wellness		
Salary		
Index	0.5438	
Leave Time		
Scheduled Work Days	245	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	5	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Brender Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National	

LCHS & LCCHS-N Dean of Students		
Salary		
Index	0.5551	
Leave Time		
Scheduled Work Days	185	
Vacation Leave	0	
Sick Leave	10	
Personal Leave	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	Dean of Students	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Director for Athletics		
Salary		
Index	0.8912	
Leave Time		
Scheduled Work Days	241	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	10	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Wheeler Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Athletic Coordinator		
Salary		
Index	0.4574	
Stipend		
After Hours Events	\$3,500/year	
Leave Time		
Scheduled Work Days	209	
Vacation Leave	0	
Sick Leave	7	
Personal Leave	2	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	LCAA Calendar	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Director for JAPAC		
Salary		
Index	0.4304	
Leave Time		
Scheduled Work Days	245	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	5	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Brender Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	

Coordinator for Human Resources		
Salary		
Index	0.5834	
Leave Time		
Scheduled Work Days	241	
Vacation Leave	20	
Sick Leave	10	
Personal Leave	10	
Flex Days	5	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	52-week Non-affiliated Wheeler Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
Dental Insurance	Set Seg (or comparable plan)	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
Long-Term Disability	Madison National Life Insurance	
Cash in Lieu	Employees are eligible for a cash in lieu payment as determined by the Board of Education, currently \$100 per month. However, if additional employees take a cash in lieu payment, the yearly stipend is subject to increase per person. Signed documentation of current active insurance is required to be eligible for cash in lieu.	