



## **Non-Affiliated Staff**

# **Handbook**

*Effective July 1, 2022*

## Table Of Contents

A. Recognition .....	3
B. Salary .....	3
C. Longevity .....	3
D. Performance Evaluations .....	3
E. Work Day/Attendance .....	3
F. Payouts .....	4
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 .....	5
M. Leaves with Pay .....	5
N. Benefits.....	5
O. Calendars.....	6
P. Grant Funded Positions .....	6
Q. Prorated Contracts/Salaries for Less than a Full Year of Service.....	6
R. Positions .....	7-26
Adult Education Teachers.....	7
Head Mechanic.....	8
Technical Director for JAPAC.....	9
Technical Assistant for JAPAC .....	10
Head Dispatcher .....	11
Associate Dispatcher .....	12
Assistant Dispatcher.....	13
District Nurse .....	14
Accounting Coordinator.....	15
Accountant.....	16
Junior Accountant .....	17
Payroll Specialist .....	18
Staff & Student Information Systems Specialist .....	19
Executive Assistant to the Superintendent .....	20
Administrative Assistant to Assistant Superintendent.....	21
Coordinator for Community Education .....	22
Student Support Coordinator.....	23
Career Development Facilitator .....	24
District Safety Officer.....	25
Network Administrator .....	26
Technology Specialist.....	27
Technician .....	28
Elementary Administrative Aide... ..	29
Community Relations Coordinator.....	30

**L'ANSE CREUSE PUBLIC SCHOOLS NON-AFFILIATED STAFF**

**A. Recognition**

This handbook represents full-time non-affiliated staff positions 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**

Technicians are awarded longevity according to the following schedule, beginning with their date of hire into the district. Payments may be split (December 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 current fiscal year.

9-11 years of service:	\$500
12-14 years of service:	\$700
15-19 years of service:	\$900
20+ years of service:	\$1,200

Non-affiliated staff members 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 their year of hire. Longevity payments are calculated, as listed below. Longevity payments begin in the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> 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 Day/Attendance**

Generally, full-time employees are scheduled to work eight (8) hours per day with an unpaid lunch period.

In the event a non-exempt employee works in excess of 40 hours in one week, they will be subject to compensatory time in accordance with and as defined by the Department of Labor. All compensatory time should be used prior to any other leave.

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 staff 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 staff 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-three percent (33%) of the non-affiliated staff's daily salary per day. Daily wages shall be computed by dividing the non-affiliated staff'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 Staff position will be based on the current LCAA Bargaining Agreement HS Principal Max salary, multiplied by the SRI of the Nonaffiliated Staff position.

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

**I. Inclement Weather Days**

All non-affiliated staff 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 staff may sell back up to 10 sick days at \$60/day, but he/she cannot go below 20 days in his/her personal sick bank.

**K. Mileage Reimbursement**

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

**L. Annual Training**

All non-affiliated staff 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.

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.

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

<b>Cash in Lieu:</b>	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.
----------------------	---

**O. Calendars**

Please refer to individual position pages.

**P. Grant Funded Positions**

Some positions within this handbook are either partially or fully grant funded and may or may not be filled on an annual basis. Positions that are grant funded are notated with an asterisk.

**Q. 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 1<sup>st</sup> 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.*

<b>Adult Education Teachers*</b>		
<b>Salary</b>		
<b>Index</b>	0.4029 (Bachelor's Degree Schedule)	0.4105 (Master's Degree Schedule)
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	182	
<b>Vacation Leave</b>	0	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	2	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	High School Teacher Calendar	

<b>Head Mechanic</b>		
<b>Salary</b>		
<b>Index</b>	0.5834	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	245	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Flex Days</b>	3	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Brender Center	



Technical Director for JAPAC		
Salary		
<b>Index</b>	0.3907	
Exempt Status		
This is an exempt position.		
Leave Time		
<b>Scheduled Work Days</b>	245	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Brender Center	

<b>Technical Assistant for JAPAC</b>		
<b>Salary</b>		
<b>Index</b>	0.3343	
<b>Exempt Status</b>		
This is a non-exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	245	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Brender Center	

<b>Head Dispatcher</b>		
<b>Salary</b>		
<b>Index</b>	0.4648	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	245	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Brender Center	

<b>Associate Dispatcher</b>		
<b>Salary</b>		
<b>Index</b>	0.4351	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	245	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Brender Center	

<b>Assistant Dispatcher</b>		
<b>Salary</b>		
<b>Index</b>	0.3343	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	245	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Brender Center	

<b>District Nurse</b>		
<b>Salary</b>		
<b>Index</b>	0.3343	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	Based upon start of school year and end of school year; required to work ten days in addition to school calendar.	
<b>Vacation Leave</b>	0	
<b>Sick Leave</b>	10	
<b>Personal Leave</b>	2	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	School Year Calendar, plus 10 days	

<b>Accounting Coordinator</b>		
<b>Salary</b>		
<b>Index</b>	0.5834	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	241	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Flex Days</b>	3	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Wheeler Center	

<b>Accountant</b>		
<b>Salary</b>		
<b>Index</b>	0.4648	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	241	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Flex Days</b>	3	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Wheeler Center	



<b>Junior Accountant</b>		
<b>Salary</b>		
<b>Index</b>	0.4266	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	241	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Wheeler Center	

<b>Payroll Specialist</b>		
<b>Salary</b>		
<b>Index</b>	0.4776	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	241	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Flex Days</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Wheeler Center	

<b>Staff and Student Information Systems Specialist</b>		
<b>Salary</b>		
<b>Index</b>	0.4604	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	241	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Wheeler Center	

<b>Executive Assistant to the Superintendent</b>		
<b>Salary</b>		
<b>Index</b>	0.5544	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	241	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	9	
<b>Flex Days</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Wheeler Center	

<b>Administrative Assistant to the Assistant Superintendent</b>		
<b>Salary</b>		
<b>Index</b>	0.4513	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	241	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	9	
<b>Flex Days</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Wheeler Center	

<b>Coordinator for Community Education</b>		
<b>Salary</b>		
<b>Index</b>	0.4068	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	241	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Wheeler Center	
<b>Insurance</b>		
<b>Health Insurance</b>	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
<b>Dental Insurance</b>	Set Seg (or comparable plan)	
<b>Optical Insurance</b>	VSP-2 S (or comparable plan)	
<b>Life Insurance</b>	Madison National Life Insurance \$250,000, with option to decline (contact the Benefits Office for further information).	
<b>Long-Term Disability</b>	Madison National Life Insurance	
<b>Cash in Lieu</b>	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.	

<b>Student Support Coordinator</b>		
<b>Salary</b>		
<b>Salary</b>	<i>Schedule and step increment is based on the current L'Anse Creuse Education Association Collective Bargaining Agreement</i>	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	Based upon start of school year and end of school year; required to work six days in addition to school calendar.	
<b>Vacation Leave</b>	0	
<b>Sick Leave</b>	9	
<b>Personal Leave</b>	4	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	Elementary School Year Calendar	
<b>Insurance</b>		
<b>Health Insurance</b>	MESSA ABC Plan 1: \$1,600/\$3,200 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
<b>Dental Insurance</b>	Set Seg (or comparable plan)	
<b>Optical Insurance</b>	VSP-2 S (or comparable plan)	
<b>Life Insurance</b>	Madison National Life Insurance \$250,000, with option to decline (contact the Benefits Office for further information).	
<b>Long-Term Disability</b>	Madison National Life Insurance	
<b>Cash in Lieu</b>	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.	

<b>Career Development Facilitator</b>		
<b>Salary</b>		
<b>Index</b>	0.2912	
<b>Exempt Status</b>		
This is a non-exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	182	
<b>Vacation Leave</b>	0	
<b>Sick Leave</b>	7	
<b>Personal Leave</b>	2	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	High School School Year Calendar	
<b>Insurance</b>		
<b>Health Insurance</b>	MESSA ABC Plan 1: \$1,600/\$3,000 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
<b>Dental Insurance</b>	Set Seg (or comparable plan)	
<b>Optical Insurance</b>	VSP-2 S (or comparable plan)	
<b>Life Insurance</b>	Madison National Life Insurance \$250,000, with option to decline (contact the Benefits Office for further information).	
<b>Long-Term Disability</b>	Madison National Life Insurance	
<b>Cash in Lieu</b>	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.	



<b>District Safety Officer</b>		
<b>Salary</b>		
<b>Index</b>	0.4630	
<b>Stipend</b>		
<b>After Hours Events</b>	\$1,500/year	
<b>Exempt Status</b>		
This is an exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	183	
<b>Vacation Leave</b>	3	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	Safety Officer	

<b>Network Administrator</b>		
<b>Salary</b>		
<b>Index</b>	0.5840	
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	245	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	11	
<b>Personal Leave</b>	5	
<b>Flex Days</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	52-week Non-affiliated Brender Center	

<b>Technology Specialists</b>		
<b>Salary</b>		
<b>Index</b>	0.4266	
<b>Stipends</b>		
<b>Professional Development</b>	\$0.50/hour (max \$2.00/hour)	
<b>Lead Tech Stipend</b>	\$1,500	
<b>Exempt Status</b>		
This is a non-exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	246	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	12	
<b>Personal Leave</b>	2	
<b>Flex Days</b>	1	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	Technician	

<b>Technician</b>		
<b>Salary</b>		
<b>Index</b>	0.3576	
<b>Stipends</b>		
<b>Professional Development</b>	\$0.50/hour (max \$2.00/hour)	
<b>Exempt Status</b>		
This is a non-exempt position.		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	246	
<b>Vacation Leave</b>	20	
<b>Sick Leave</b>	12	
<b>Personal Leave</b>	2	
<b>Flex Days</b>	1	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	Technician	

<b>Elementary Administrative Aide</b>		
<b>INDEX</b>	0.2206	
<b>Leave Time</b>		
<b>Scheduled Weeks</b>	41	
<b>PTO</b>	10	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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 PTO
<b>Calendar</b>	Elementary Calendar	

<b>Community Relations Coordinator</b>		
<b>Salary</b>		
<b>Index</b>	0.4125	
<b>Stipend</b>		
<b>Leave Time</b>		
<b>Scheduled Work Days</b>	209	
<b>Vacation Leave</b>	0	
<b>Sick Leave</b>	7	
<b>Personal Leave</b>	2	
<b>Flex Days</b>	5	
<b>Holidays</b>	See Current Calendar	
<b>Jury Duty</b>	Paid	
<b>Bereavement</b>	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
<b>Calendar</b>	LCAA Calendar (may flex daily schedule to accommodate evening events)	
<b>Insurance</b>		
<b>Health Insurance</b>	MESSA ABC Plan 1: \$1,400/\$2,800 MESSA ABC Plan 2: \$2,000/\$4,000 (or comparable plan)	
<b>Dental Insurance</b>	Set Seg (or comparable plan)	
<b>Optical Insurance</b>	VSP-2 S (or comparable plan)	
<b>Life Insurance</b>	Madison National Life Insurance: \$250,000, with option to decline (contact the Benefits Office for further information).	
<b>Long-Term Disability</b>	Madison National Life Insurance	
<b>Cash in Lieu</b>	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.	