# L'Anse Creuse Public Schools

# Non-Affiliated Staff

# Handbook

*Effective July 1, 2021*

*Revised 09/24/2021*

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## 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 contract as it relates to annual salary.

For the 2021-22 school year, all members of the non-affiliated group will take one full step at the beginning of the 2021-22 school year.

### 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 (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 their year of hire. Longevity payments are calculated, as listed below. Longevity payments begin in the 5$^{th}$, 10$^{th}$, and 15$^{th}$ 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 AESOP.

Please see individual salary schedule 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 thirty (30) sick days accumulated shall be paid for all unused days beyond the thirty (30) 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 thirty (30) accumulated sick days shall be paid for all unused days beyond the thirty (30) to a maximum payout of two hundred twenty (220) days. The rate of pay shall be thirty percent (30%) 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 for the individual's 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. + $2,000 |

**H. Index**

The index shall be based on the current LCAA Contract HS Principal Max salary.

**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 2020-2021 school year, non-affiliated staff may sell back up to 10 sick days each year 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 | 3 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 to Lydia Amersdorfer 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: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. |

**O. Calendars**

Please refer to individual contract.

**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.

*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.*

| Adult Education Teachers* | | | | |
|---|---|---|---|---|
| **Salary** | | | | |
| **Index** | 0.3829 (Bachelor's Degree Schedule) | | 0.3905 (Master's Degree Schedule) | |
| **Step** | 0 | $36,199.44 | 0 | $36,917.11 |
| **Step** | 1 | 37,193.56 | 1 | 37,931.03 |
| **Step** | 2 | 38,187.68 | 2 | 38,944.94 |
| **Step** | 3 | 39,181.80 | 3 | 39,958.86 |
| **Step** | 4 | 40,175.92 | 4 | 40,972.78 |
| **Step** | 5 | 41,170.04 | 5 | 41,986.69 |
| **Step** | 6 | 42,164.16 | 6 | 43,000.61 |
| **Step** | 7 | 43,158.28 | 7 | 44,014.53 |
| **Step** | 8 | 44,152.40 | 8 | 45,028.44 |
| **Step** | 9 | 45,146.52 | 9 | 46,042.36 |
| **Step** | 10 | 46,140.64 | 10 | 47,056.28 |
| **Step** | 11 | 47,134.77 | 11 | 48,070.19 |
| **Step** | 12 | 48,128.89 | 12 | 49,084.11 |
| **Step** | 13 | 49,123.01 | 13 | 50,098.03 |

| **Exempt Status** |
|---|
| This is an exempt position. |

| **Leave Time** | | |
|---|---|---|
| **Scheduled Work Days** | 182 | |
| **Vacation Leave** | 0 | |
| **Sick Leave** | 11 | |
| **Personal Leave** | 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** | High School Teacher Calendar | |

| **Insurance** | |
|---|---|
| **Health Insurance:** | MESSA ABC Plan 1: $1,400/$2,800 |
| **Dental Insurance** | n/a |
| **Optical Insurance** | n/a |
| **Life Insurance** | Madison National Life Insurance $25,000 |
| **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. |

| Head Mechanic | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.5634 | | |
| **Step** | 0 | $65,051.33 | |
| **Step** | 0.5 | 65,653.69 | |
| **Step** | 1 | 66,256.06 | |
| **Step** | 1.5 | 66,858.42 | |
| **Step** | 2 | 67,460.79 | |
| **Step** | 2.5 | 68,063.15 | |
| **Step** | 3 | 68,665.52 | |
| **Step** | 3.5 | 69,267.89 | |
| **Step** | 4 | 69,870.25 | |
| **Step** | 4.5 | 70,472.62 | |
| **Step** | 5 | 71,074.98 | |
| **Step** | 5.5 | 71,677.35 | |
| **Step** | 6 | 72,279.71 | |
| **Exempt Status** | | | |
| This is an exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 245 | | |
| **Vacation Leave** | 20 | | |
| **Sick Leave** | 11 | | |
| **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** | 52-week Non-affiliated Brender Center | | |
| **Insurance** | | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | | |

| Technical Director for JAPAC | | |
|---|---|---|
| **Salary** | | |
| **Index** | 0.3707 | |
| **Step** | 0 | $42,802.06 |
| **Step** | 0.5 | 43,198.38 |
| **Step** | 1 | 43,594.69 |
| **Step** | 1.5 | 43,991.01 |
| **Step** | 2 | 44,387.32 |
| **Step** | 2.5 | 44,783.64 |
| **Step** | 3 | 45,179.95 |
| **Step** | 3.5 | 45,576.27 |
| **Step** | 4 | 45,972.58 |
| **Step** | 4.5 | 46,368.90 |
| **Step** | 5 | 46,765.21 |
| **Step** | 5.5 | 47,161.53 |
| **Step** | 6 | 47,557.84 |
| **Exempt Status** | | |
| This is an exempt position. | | |
| **Leave Time** | | |
| **Scheduled Work Days** | 245 | |
| **Vacation Leave** | 20 | |
| **Sick Leave** | 11 | |
| **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** | 52-week Non-affiliated Brender Center | |
| **Insurance** | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | |

| Technical Assistant for JAPAC | | |
|---|---|---|
| **Salary** | | |
| **Index** | 0.3143 | |
| **Step** | 0 | $36,289.96 |
| **Step** | 0.5 | 36,625.98 |
| **Step** | 1 | 36,961.99 |
| **Step** | 1.5 | 37,298.01 |
| **Step** | 2 | 37,634.03 |
| **Step** | 2.5 | 37,970.05 |
| **Step** | 3 | 38,306.07 |
| **Step** | 3.5 | 38,642.08 |
| **Step** | 4 | 38,978.10 |
| **Step** | 4.5 | 39,314.12 |
| **Step** | 5 | 39,650.14 |
| **Step** | 5.5 | 39,986.16 |
| **Step** | 6 | 40,322.18 |
| **Exempt Status** | | |
| This is a non-exempt position. | | |
| **Leave Time** | | |
| **Scheduled Work Days** | 245 | |
| **Vacation Leave** | 20 | |
| **Sick Leave** | 11 | |
| **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** | 52-week Non-affiliated Brender Center | |
| **Insurance** | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | |

| Head Dispatcher | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.4448 | | |
| **Step** | 0 | $51,357.85 | |
| **Step** | 0.5 | 51,833.39 | |
| **Step** | 1 | 52,308.92 | |
| **Step** | 1.5 | 52,784.46 | |
| **Step** | 2 | 53,260.00 | |
| **Step** | 2.5 | 53,735.53 | |
| **Step** | 3 | 54,211.07 | |
| **Step** | 3.5 | 54,686.60 | |
| **Step** | 4 | 55,162.14 | |
| **Step** | 4.5 | 55,637.67 | |
| **Step** | 5 | 56,113.21 | |
| **Step** | 5.5 | 56,588.75 | |
| **Step** | 6 | 57,064.28 | |
| **Exempt Status** | | | |
| This is an exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 245 | | |
| **Vacation Leave** | 20 | | |
| **Sick Leave** | 11 | | |
| **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** | 52-week Non-affiliated Brender Center | | |
| **Insurance** | | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | | |

| Associate Dispatcher | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.4151 | | |
| **Step** | 0 | $47,928.61 | |
| **Step** | 0.5 | 48,372.39 | |
| **Step** | 1 | 48,816.18 | |
| **Step** | 1.5 | 49,259.96 | |
| **Step** | 2 | 49,703.74 | |
| **Step** | 2.5 | 50,147.53 | |
| **Step** | 3 | 50,591.31 | |
| **Step** | 3.5 | 51,035.09 | |
| **Step** | 4 | 51,478.88 | |
| **Step** | 4.5 | 51,922.66 | |
| **Step** | 5 | 52,366.44 | |
| **Step** | 5.5 | 52,810.23 | |
| **Step** | 6 | 53,254.01 | |
| **Exempt Status** | | | |
| This is an exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 245 | | |
| **Vacation Leave** | 20 | | |
| **Sick Leave** | 11 | | |
| **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** | 52-week Non-affiliated Brender Center | | |
| **Insurance** | | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | | |

| District Nurse | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.3143 | | |
| **Step** | 0 | $36,289.96 | |
| **Step** | 0.5 | 36,625.98 | |
| **Step** | 1 | 36,961.99 | |
| **Step** | 1.5 | 37,298.01 | |
| **Step** | 2 | 37,634.03 | |
| **Step** | 2.5 | 37,970.05 | |
| **Step** | 3 | 38,306.07 | |
| **Step** | 3.5 | 38,642.08 | |
| **Step** | 4 | 38,978.10 | |
| **Step** | 4.5 | 39,314.12 | |
| **Step** | 5 | 39,650.14 | |
| **Step** | 5.5 | 39,986.16 | |
| **Step** | 6 | 40,322.18 | |
| **Exempt Status** | | | |
| This is an exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | Based upon start of school year and end of school year; required to work ten days in addition to school calendar. | | |
| **Vacation Leave** | 0 | | |
| **Sick Leave** | 10 | | |
| **Personal Leave** | 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** | School Year Calendar, plus 10 days | | |
| **Insurance** | | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | | |

| Accounting Coordinator | | |
|---|---|---|
| **Salary** | | |
| **Index** | 0.5634 | |
| **Step** | 0 | $65,051.33 |
| **Step** | 0.5 | 65,653.69 |
| **Step** | 1 | 66,256.06 |
| **Step** | 1.5 | 66,858.42 |
| **Step** | 2 | 67,460.79 |
| **Step** | 2.5 | 68,063.15 |
| **Step** | 3 | 68,665.52 |
| **Step** | 3.5 | 69,267.89 |
| **Step** | 4 | 69,870.25 |
| **Step** | 4.5 | 70,472.62 |
| **Step** | 5 | 71,074.98 |
| **Step** | 5.5 | 71,677.35 |
| **Step** | 6 | 72,279.71 |
| **Exempt Status** | | |
| This is an exempt position. | | |
| **Leave Time** | | |
| **Scheduled Work Days** | 241 | |
| **Vacation Leave** | 20 | |
| **Sick Leave** | 11 | |
| **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** | 52-week Non-affiliated Wheeler Center | |
| **Insurance** | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | |

| Accountant | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.4448 | | |
| **Step** | 0 | $51,357.85 | |
| **Step** | 0.5 | 51,833.39 | |
| **Step** | 1 | 52,308.92 | |
| **Step** | 1.5 | 52,784.46 | |
| **Step** | 2 | 53,260.00 | |
| **Step** | 2.5 | 53,735.53 | |
| **Step** | 3 | 54,211.07 | |
| **Step** | 3.5 | 54,686.60 | |
| **Step** | 4 | 55,162.14 | |
| **Step** | 4.5 | 55,637.67 | |
| **Step** | 5 | 56,113.21 | |
| **Step** | 5.5 | 56,588.75 | |
| **Step** | 6 | 57,064.28 | |
| **Exempt Status** | | | |
| This is an exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 241 | | |
| **Vacation Leave** | 20 | | |
| **Sick Leave** | 11 | | |
| **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** | 52-week Non-affiliated Wheeler Center | | |
| **Insurance** | | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | | |

| Junior Accountant | | |
|---|---|---|
| **Salary** | | |
| **Index** | 0.4066 | |
| **Step** | 0 | $47,246.13 |
| **Step** | 0.5 | 47,655.92 |
| **Step** | 1 | 48,065.70 |
| **Step** | 1.5 | 48,475.48 |
| **Step** | 2 | 48,885.26 |
| **Step** | 2.5 | 49,295.05 |
| **Step** | 3 | 49,704.83 |
| **Step** | 3.5 | 50,114.61 |
| **Step** | 4 | 50,524.40 |
| **Step** | 4.5 | 50,934.18 |
| **Step** | 5 | 51,343.96 |
| **Step** | 5.5 | 51,753.74 |
| **Step** | 6 | 52,163.53 |
| **Exempt Status** | | |
| This is an exempt position. | | |
| **Leave Time** | | |
| **Scheduled Work Days** | 241 | |
| **Vacation Leave** | 20 | |
| **Sick Leave** | 11 | |
| **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** | 52-week Non-affiliated Wheeler Center | |
| **Insurance** | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | |

| Staff and Student Information Systems Specialist | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.4404 | | |
| **Step** | 0 | $50,849.82 | |
| **Step** | 0.5 | 51,320.65 | |
| **Step** | 1 | 51,791.48 | |
| **Step** | 1.5 | 52,262.31 | |
| **Step** | 2 | 52,733.14 | |
| **Step** | 2.5 | 53,203.98 | |
| **Step** | 3 | 53,674.81 | |
| **Step** | 3.5 | 54,145.64 | |
| **Step** | 4 | 54,616.47 | |
| **Step** | 4.5 | 55,087.30 | |
| **Step** | 5 | 55,558.13 | |
| **Step** | 5.5 | 56,028.97 | |
| **Step** | 6 | 56,499.80 | |
| **Exempt Status** | | | |
| This is an exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 241 | | |
| **Vacation Leave** | 20 | | |
| **Sick Leave** | 11 | | |
| **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** | 52-week Non-affiliated Wheeler Center | | |
| **Insurance** | | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | | |

| Executive Assistant to the Superintendent | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.5344 | | |
| **Step** | 0 | $61,703.32 | |
| **Step** | 0.5 | 62,274.65 | |
| **Step** | 1 | 62,845.97 | |
| **Step** | 1.5 | 63,417.30 | |
| **Step** | 2 | 63,988.63 | |
| **Step** | 2.5 | 64,559.96 | |
| **Step** | 3 | 65,131.28 | |
| **Step** | 3.5 | 65,702.61 | |
| **Step** | 4 | 66,273.94 | |
| **Step** | 4.5 | 66,845.26 | |
| **Step** | 5 | 67,416.59 | |
| **Step** | 5.5 | 67,987.92 | |
| **Step** | 6 | 68,559.24 | |
| **Exempt Status** | | | |
| This is an exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 241 | | |
| **Vacation Leave** | 20 | | |
| **Sick Leave** | 11 | | |
| **Personal Leave** | 9 | | |
| **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: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | | |

| Administrative Assistant to the Assistant Superintendent | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.4313 | | |
| **Step** | 0 | $49,799.11 | |
| **Step** | 0.5 | 50,260.21 | |
| **Step** | 1 | 50,721.31 | |
| **Step** | 1.5 | 51,182.41 | |
| **Step** | 2 | 51,643.52 | |
| **Step** | 2.5 | 52,104.62 | |
| **Step** | 3 | 52,565.72 | |
| **Step** | 3.5 | 53,026.83 | |
| **Step** | 4 | 53,487.93 | |
| **Step** | 4.5 | 53,949.03 | |
| **Step** | 5 | 54,410.13 | |
| **Step** | 5.5 | 54,871.24 | |
| **Step** | 6 | 55,332.34 | |
| **Exempt Status** | | | |
| This is an exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 241 | | |
| **Vacation Leave** | 20 | | |
| **Sick Leave** | 11 | | |
| **Personal Leave** | 9 | | |
| **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: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | | |

| Coordinator for Community Education | | |
|---|---|---|
| **Salary** | | |
| **Index** | 0.3868 | |
| **Step** | 0 | $43,420.43 |
| **Step** | 0.5 | 43,937.34 |
| **Step** | 1 | 44,454.25 |
| **Step** | 1.5 | 44,971.16 |
| **Step** | 2 | 45,488.07 |
| **Step** | 2.5 | 46,004.98 |
| **Step** | 3 | 46,521.89 |
| **Step** | 3.5 | 47,038.80 |
| **Step** | 4 | 47,555.71 |
| **Step** | 4.5 | 48,072.62 |
| **Step** | 5 | 48,589.53 |
| **Step** | 5.5 | 49,106.44 |
| **Step** | 6 | 49,623.35 |
| **Exempt Status** | | |
| This is an exempt position. | | |
| **Leave Time** | | |
| **Scheduled Work Days** | 241 | |
| **Vacation Leave** | 20 | |
| **Sick Leave** | 11 | |
| **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** | 52-week Non-affiliated Wheeler Center | |
| **Insurance** | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(or comparable plan) | |
| **Dental Insurance** | Set Seg (or comparable plan) | |
| **Optical Insurance** | VSP-2 S (or comparable plan) | |
| **Life Insurance** | Prudential $250,000, with option to decline (contact the Benefits Office for further information). | |
| **Long-Term Disability** | Prudential | |
| **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. | |

| Student Support Coordinator | | |
|---|---|---|
| **Salary** | | |
| **Salary** | *Schedule and step increment is based on the current L'Anse Creuse Education Association Collective Bargaining Agreement* | |
| **Exempt Status** | | |
| This is an exempt position. | | |
| **Leave Time** | | |
| **Scheduled Work Days** | Based upon start of school year and end of school year; required to work six days in addition to school calendar. | |
| **Vacation Leave** | 0 | |
| **Sick Leave** | 9 | |
| **Personal Leave** | 4 | |
| **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** | Elementary School Year Calendar | |
| **Insurance** | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | |

| Career Development Facilitator | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.2712 | | |
| **Step** | 0 | $31,313.51 | |
| **Step** | 0.5 | 31,603.45 | |
| **Step** | 1 | 31,893.39 | |
| **Step** | 1.5 | 32,183.33 | |
| **Step** | 2 | 32,473.27 | |
| **Step** | 2.5 | 32,763.21 | |
| **Step** | 3 | 33,053.15 | |
| **Step** | 3.5 | 33,343.09 | |
| **Step** | 4 | 33,633.03 | |
| **Step** | 4.5 | 33,922.97 | |
| **Step** | 5 | 34,212.91 | |
| **Step** | 5.5 | 34,502.85 | |
| **Step** | 6 | 34,792.79 | |
| **Exempt Status** | | | |
| This is a non-exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 182 | | |
| **Vacation Leave** | 0 | | |
| **Sick Leave** | 7 | | |
| **Personal Leave** | 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** | High School School Year Calendar | | |
| **Insurance** | | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | | |

| Safety Officer | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.4430 | | |
| **Step** | 0 | $51,150.02 | |
| **Step** | 0.5 | 51,623.63 | |
| **Step** | 1 | 52,097.24 | |
| **Step** | 1.5 | 52,570.85 | |
| **Step** | 2 | 53,044.47 | |
| **Step** | 2.5 | 53,518.08 | |
| **Step** | 3 | 53,991.69 | |
| **Step** | 3.5 | 54,465.30 | |
| **Step** | 4 | 54,938.91 | |
| **Step** | 4.5 | 55,412.52 | |
| **Step** | 5 | 55,886.13 | |
| **Step** | 5.5 | 56,359.74 | |
| **Step** | 6 | 56,833.36 | |
| **Stipend** | | | |
| **After Hours Events** | $1,500/year | | |
| **Exempt Status** | | | |
| This is an exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 183 | | |
| **Vacation Leave** | 3 | | |
| **Sick Leave** | 11 | | |
| **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** | Safety Officer | | |
| **Insurance** | | | |
| **Health Insurance** | N/A | | |
| **Dental Insurance** | N/A | | |
| **Optical Insurance** | N/A | | |
| **Life Insurance** | N/A | | |
| **Long-Term Disability** | N/A | | |
| **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. | | |

| Network Administrator | | |
|---|---|---|
| **Salary** | | |
| **Index** | 0.5640 | |
| **Step** | 0 | $65,700.00 |
| **Step** | 0.5 | 66,308.33 |
| **Step** | 1 | 66,916.67 |
| **Step** | 1.5 | 67525.00 |
| **Step** | 2 | 68,133.33 |
| **Step** | 2.5 | 68,741.67 |
| **Step** | 3 | 69,350.00 |
| **Step** | 3.5 | 69,958.33 |
| **Step** | 4 | 70,566.67 |
| **Step** | 4.5 | 71,175.00 |
| **Step** | 5 | 71,783.33 |
| **Step** | 5.5 | 72,391.67 |
| **Step** | 6 | 73,000.00 |
| **Leave Time** | | |
| **Scheduled Work Days** | 245 | |
| **Vacation Leave** | 20 | |
| **Sick Leave** | 11 | |
| **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** | 52-week Non-affiliated Brender Center | |
| **Insurance** | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(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. | |

| Technology Specialists | | |
|---|---|---|
| **Salary** | | |
| **Index** | 0.4066 | |
| **Step** | 0 | $47,246.13 |
| **Step** | 0.5 | 47,655.92 |
| **Step** | 1 | 48,065.70 |
| **Step** | 1.5 | 48,475.48 |
| **Step** | 2 | 48,885.26 |
| **Step** | 2.5 | 49,295.05 |
| **Step** | 3 | 49,704.83 |
| **Step** | 3.5 | 50,114.61 |
| **Step** | 4 | 50,524.40 |
| **Step** | 4.5 | 50,934.18 |
| **Step** | 5 | 51,343.96 |
| **Step** | 5.5 | 51,753.74 |
| **Step** | 6 | 52,163.53 |
| **Stipends** | | |
| **Professional Development** | $0.50/hour (max $2.00/hour) | |
| **Lead Tech Stipend** | $1,500 | |
| **Exempt Status** | | |
| This is a non-exempt position. | | |
| **Leave Time** | | |
| **Scheduled Work Days** | 246 | |
| **Vacation Leave** | 20 | |
| **Sick Leave** | 12 | |
| **Personal Leave** | 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** | Technician | |
| **Insurance** | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(or comparable plan) | |
| **Dental Insurance** | Set Seg (or comparable plan) | |
| **Optical Insurance** | VSP-2 S (or comparable plan) | |
| **Life Insurance** | Madison National Life Insurance $60,000 | |
| **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. |

| Technician | | | |
|---|---|---|---|
| **Salary** | | | |
| **Index** | 0.3376 | | |
| **Step** | 0 | $38,200.72 | |
| **Step** | 0.5 | 38,520.14 | |
| **Step** | 1 | 38,839.55 | |
| **Step** | 1.5 | 39,158.97 | |
| **Step** | 2 | 39,478.39 | |
| **Step** | 2.5 | 39,797.80 | |
| **Step** | 3 | 40,117.22 | |
| **Step** | 3.5 | 40,436.63 | |
| **Step** | 4 | 40,756.05 | |
| **Step** | 4.5 | 41,075.47 | |
| **Step** | 5 | 41,394.88 | |
| **Step** | 5.5 | 41,714.30 | |
| **Step** | 6 | 42,033.71 | |
| **Step** | 6.5 | 42,353.13 | |
| **Step** | 7 | 42,672.55 | |
| **Step** | 7.5 | 42,991.96 | |
| **Step** | 8 | 43,311.38 | |
| **Stipends** | | | |
| **Professional Development** | $0.50/hour (max $2.00/hour) | | |
| **Exempt Status** | | | |
| This is a non-exempt position. | | | |
| **Leave Time** | | | |
| **Scheduled Work Days** | 246 | | |
| **Vacation Leave** | 20 | | |
| **Sick Leave** | 12 | | |
| **Personal Leave** | 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** | Technician | | |
| **Insurance** | | | |
| **Health Insurance** | MESSA ABC Plan 1: $1,400/$2,800<br>MESSA ABC Plan 2: $2,000/$4,000<br>(or comparable plan) | | |
| **Dental Insurance** | Set Seg (or comparable plan) | | |
| **Optical Insurance** | VSP-2 S (or comparable plan) | | |
| **Life Insurance** | Madison National Life Insurance $60,000 | | |

| | |
|---|---|
| **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. |