



## **Non-Affiliated Staff**

## **Handbook**

*Effective July 1, 2022*

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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 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 (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<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	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.

<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.
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**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.*

Adult Education Teachers*		
Salary		
Index	0.4029 (Bachelor’s Degree Schedule)	0.4105 (Master’s Degree Schedule)
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	0.5834	
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 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.	



Technical Director for JAPAC		
Salary		
Index	0.3907	
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 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.	

Technical Assistant for JAPAC		
Salary		
Index	0.3343	
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 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.	

Head Dispatcher		
Salary		
Index	0.4648	
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 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.	

Associate Dispatcher		
Salary		
Index	0.4351	
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 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.	

District Nurse		
Salary		
Index	0.3343	
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 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.	

Accounting Coordinator		
Salary		
Index	0.5834	
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 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.	

Accountant		
Salary		
Index	0.4648	
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 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.	

Junior Accountant		
Salary		
Index	0.4266	
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 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.	



Staff and Student Information Systems Specialist		
Salary		
Index	0.4604	
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 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.	

Executive Assistant to the Superintendent		
Salary		
Index	0.5544	
Exempt Status		
This is an exempt position.		
Leave Time		
Scheduled Work Days	241	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	9	
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	1 day S/L
Calendar	52-week Non-affiliated Wheeler Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,400/\$2,800 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.	

Administrative Assistant to the Assistant Superintendent		
Salary		
Index	0.4513	
Exempt Status		
This is an exempt position.		
Leave Time		
Scheduled Work Days	241	
Vacation Leave	20	
Sick Leave	11	
Personal Leave	9	
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	1 day S/L
Calendar	52-week Non-affiliated Wheeler Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,400/\$2,800 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.	

Coordinator for Community Education		
Salary		
Index	0.4068	
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 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.	

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 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.	

Career Development Facilitator		
Salary		
Index	0.2912	
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 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.	

District Safety Officer		
Salary		
Index	0.4630	
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	0.5840	
Leave Time		
Scheduled Work Days	245	
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	1 day S/L
Calendar	52-week Non-affiliated Brender Center	
Insurance		
Health Insurance	MESSA ABC Plan 1: \$1,400/\$2,800 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.	



Technology Specialists		
Salary		
Index	0.4266	
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	
Flex Days	1	
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 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 \$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	0.3576	
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	
Flex Days	1	
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 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 \$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.	