

Attendance Officer

SALARY AND BENEFIT SCHEDULE

July 1, 2017 – June 30, 2019

I. SALARY AND RESPONSIBILITIES

A. Twelve-Month Pay

Beginning with an employee's first paycheck of the academic year, he/she shall have his/her annual pay divided into twenty-six (26) equal installments. Pay dates will be scheduled for Fridays.

Salary provisions adopted in conjunction with this benefit package shall begin on July 1 or the first day of the school year, whichever is applicable.

B. Work Hours

Each full-time employee shall be paid in accordance with this benefit schedule for work of 40 hours per week; however, this position is considered **exempt** from the Fair Labor Standards Act regulations.

C. Responsibilities

The Attendance Officer shall be responsible to the Coordinator of Safety and Security or his/her designee.

D. School Closing Procedures

If for any reason school is called off, the Attendance Officer shall report to the office by 10:00 a.m. and work a minimum of eight (8) hours. Any changes in this procedure will be the decision of the Superintendent of Schools or designee.

When an employee, due to an emergency situation, is advised by the Superintendent or designee that he/she is not required to report for work on what would normally be a regular workday, he/she shall be paid for such day.

II. INSURANCE – Full time employees**A. Group Term Life**

The Board of Education shall provide a group term life policy in the amount of \$47,500 per year for each full-time employee with the provision that each shall contribute \$1.00 per year toward the premium.

B. Group Health

1. The Board of Education shall provide the following contributions per pay toward the per pay membership cost of an approved health insurance plan, provided said contributions do not exceed the cost of the particular kind of membership:

Plan	2017-2019
Single	\$188
Employee + (Child)ren	\$346
Employee + Spouse	\$360
Family	\$470

2. Employees who retire prior to age 65 may remain in the health insurance group in which (s)he held membership at the time of retirement until the age of Medicare eligibility or until the death of the member, provided (s)he makes application for PERF benefits to which (s)he might be entitled and makes semi-annual payments in advance for the amount of the premium.

C. Group Dental

The Board shall provide the following contributions per pay toward the monthly membership cost of an approved dental insurance plan, provided said contributions do not exceed the cost of the particular kind of membership:

	<u>Employee</u>	<u>Double</u>	<u>Family</u>
All Plans	\$5.54	\$5.54	\$5.54

D. Section 125

Section 125 of the IRS code allows an employee to pay the employee's share of health and dental premiums with before-tax dollars, thereby reducing tax deductions on the money paid for insurance benefits. Employees may participate in the Flexible Fringe Benefit Plan as long as such is provided for by law or IRS rules.

III. RETIREMENT

A. PERF

The Board of Education shall pay the employee's share of the Public Employees' Retirement Fund (PERF) (3%).

B. Severance Pay

Upon retirement any employee who has accumulated 65-85 sick days is entitled to one week's additional vacation with pay. One who has accumulated 86 or more sick days is entitled to two weeks additional vacation with pay. Employees shall have been employed ten years or more and shall have made application for PERF retirement benefits to be eligible for this additional paid vacation.

IV. ALLOWABLE DEDUCTIONS

Employees are eligible to participate through payroll deductions in each of the following programs:

1. Tax sheltered annuity
2. Disability Insurance
3. Voluntary Term Life Insurance
4. Voluntary Vision Insurance

V. LEAVE PROVISIONS

A. Vacation Days

1. On the anniversary of an employee's first three months, six months, and nine months on the job, he/she will be awarded two vacation days at each interval.
2. On the first anniversary of the employee's date of hire until the following July1, he/she will be awarded a pro rata share of the vacation days for that benefit year according to the following schedule:

Anniversary Month	On First Anniversary of Date of Hire
July	5.0
August	5.0
September	4.5
October	4.0
November	3.5
December	3.0
January	3.0
February	2.5
March	2.0
April	1.5
May	1.0
June	0.5

3. On July 1 after the first full year of employment the employee shall be awarded five (5) days with pay per benefit year.
4. On July 1 following the second anniversary of the date of hire and each thereafter the employee shall receive ten (10) days with pay per benefit year.
5. On July 1 following the third anniversary of the date of hire and each year thereafter the employee shall receive fifteen (15) days with pay per benefit year.
6. Employees on extended leave without pay may qualify for vacation days in the succeeding school year on a *pro rata* basis. Persons may qualify for the same percentage of their vacation days as they were paid during the previous school year. **(Example:** An employee who drew pay for 65% of the days in 2016-2017 will qualify for 65% of the vacation allotment in 2017-2018 for which he/she would otherwise have been eligible.)
7. After three (3) years of service with the accumulation of sick days, bonus vacation days will be granted as follows:

20 sick days - 1 vacation day	50 sick days - 4 vacation days
30 sick days - 2 vacation days	60 sick days - 5 vacation days
40 sick days - 3 vacation days	

Bonus vacation days shall not be deducted from accumulated sick days.

Bonus days shall be awarded based upon the number of sick leave days accumulated as of June 30.

8. Vacation days must be scheduled and approved by the immediate supervisor two (2) weeks prior to the vacation request.
9. Vacation days provided must be used by the end of June or they will be lost unless approval by the Coordinator of Safety and Security is secured in advance.

B. Sick Leave

1. On July 1, full-time personnel shall receive seven (7) sick days. New employees will be assigned a share of sick leave according to the following schedule:

July	7 days	January	4 days
August	6 days	February	3 days
September	6 days	March	3 days
October	5 days	April	2 days
November	5 days	May	2 days
December	4 days	June	1 day

2. Unused sick leave shall be accumulated to a maximum total of one hundred forty-four (144) days. Once one hundred forty-four (144) days have been accumulated and the employee begins the year with the same, no additional days will be provided. If any portion of the accumulation is used during a school year, the employee will receive new days at the start of the next school year up to the annual maximum of seven (7). An employee may begin the year with no more than one hundred forty-four (144) days.
3. An employee will be required to submit a doctor's certificate in order to be paid for sick leave days that extend beyond three consecutive days.
4. Each employee may donate one or two sick leave days each school year to another Wayne classified employee who has exhausted his or her sick leave and income protection benefits (see income protection eligibility). Such donation must be in writing over the signature of the giver.

C. Income Protection Plan

1. Employees with three (3) years or more experience will be eligible for income protection according to the following provisions:
 - a. Benefits will begin after all accumulated sick leave and earned vacation have been used and after additional waiting period of five (5) working days.
 - b. Daily benefits will be equal to seventy-five percent (75%) of the daily rate of pay of the employee in question.
 - c. Benefits will continue one week, five (5) days, for each year of service in the MSD of Wayne Township, up to a maximum of twenty (20) weeks per employee, per career. When this time has been used, employee is not entitled to any holiday pay.
 - d. The employee shall furnish to the employer prior to the assumption of such benefits a physician's certificate stating the employee's inability to perform his/her duties. During extended illness the employee shall submit physician's certificates each thirty (30) calendar days.
2. The Superintendent of Schools is authorized to waive the above guidelines by increasing benefit availability.

D. Emergency Leave

1. Family Illness/Business Days

The employee will be granted three (3) days emergency leave effective July 1 of each year in case of illness or accident in the immediate family. If these days are not used, they will be added to sick days on June 30 of each year. New employees will be assigned a share of sick leave according to the following schedule:

July	3	January	1.5
August	3	February	1.5
September	2.5	March	1
October	2.5	April	1
November	2	May	.5
December	2	June	.5

- a. Immediate family is defined as husband, wife, child, father, mother, brother, sister, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, or any relative who at the time of illness is living as a member of the household of the employee.
- b. Additional days needed for this purpose may be taken but shall be deducted from accumulated sick leave. The Income Protection Plan shall not be used for family illness.
- c. If these three (3) emergency illness days are not used, they will be added to the accumulated sick days.
- d. Two (2) days of family emergency illness may be used as business days if requested no less than one day in advance.
- e. Business Days must be taken in full days increments.
- f. Personal business days may not be used on the working day before or the working day after a vacation, holiday, or recess time period.

3. Immediate Family Death

Emergency leave for death in the immediate family is for a period of not more than five (5) days. The State Board of Accounts has ruled that this is to mean five (5) work days. The five (5) work days shall begin either on the day of death or the day immediately following the death. Immediate family is interpreted to mean: husband, wife, child, father, mother, brother, sister, mother-in-law, father-in-law, grandchild, daughter-in-law, son-in-law, grandparent, brother-in-law, sister-in-law or any relative who at time of death is living as a member of the household. These five (5) days shall not be deducted from sick leave.

4. Other Family Death

One day is allowed for attendance at the funeral of an aunt, uncle, niece, or nephew. This leave shall not be deducted from sick leave.

E. Paid Holidays – Nine (9) scheduled paid holidays are as follows:

New Year's Day	Labor Day
Dr. Martin Luther King, Jr. Day	Thanksgiving (2 days)
Memorial Day	Christmas (2 days)
Independence Day	

VI. MISCELLANEOUS PROVISIONS

A. At-Will Employees

Persons covered by these provisions are at-will employees whose employment will continue as long as the individual's performance is satisfactory and the position occupied continues to exist unless notified otherwise.

B. Liability Coverage

All reasonable and prudent actions taken by employees in the course of their employment are covered by the district's liability policy.

C. Payroll Distribution

Employees shall have their pay deposited directly to accounts in financial institutions which are members of the Automatic Clearing House program.

D. Other Conditions

Beginning and ending times, assignments, and other conditions of employment not specified elsewhere in this benefit schedule may be changed or altered with appropriate notice from the management staff. If the changes impose difficulties, the employee may seek the assistance of the Human Resources Office in securing a different position in the district when such positions become available.

E. Postings and Transfers

1. Any employee who wishes to apply for transfer to any posted position may complete the Request for Transfer form and submit to the Human Resources Office.
2. Any employee who wishes to apply to any other posted position may submit a letter of interest to the Human Resources Office. All employees will be notified of the job status.

F. Termination of Employment

Any employee leaving the MSD of Wayne Township of his/her own accord shall submit a letter of resignation to his/her supervisor.