

## College Admissions Coordinator

### SALARY AND BENEFIT SCHEDULE

July 1, 2017 – June 30, 2019

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#### I. SALARY AND RESPONSIBILITIES

##### A. Twelve-Month Pay

Beginning with an employee's first paycheck of the academic year, he/she shall have his or 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 working day of the school year, whichever is applicable.

##### B. Work Hours

The employee shall be paid for 40 hours per week. This position is considered **exempt** under the Fair Labor Standards Act regulations.

##### C. Experience Credit

All employees who were hired prior to March 1 shall on July 1 of each year advance one step on the salary schedule until such time that they attain the highest possible level.

##### D. Responsibilities

The College Admissions Coordinator shall be responsible to the Principal of Ben Davis High School or the designee.

##### E. School Closing Procedures

If for any reason school is called off, the College Admissions Coordinator shall report to their buildings 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 and the Principal.

When an employee, due to an emergency situation, is advised by the Superintendent or the Principal 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 insurance 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 contribution toward the per pay membership cost of an approved health insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

<b>Plan</b>	<b>2017-2019</b>
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, providing (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 of Education shall provide the following contribution toward the per pay membership cost of an approved dental insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

All Plans	<u>Employee</u> \$5.54	<u>Double</u> \$5.54	<u>Family</u> \$5.54
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**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. The Board of Education shall pay the employee's share of the Public Employees' Retirement Fund (PERF) (3%).
- B. 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 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:

- Tax sheltered annuity
- Trustmark (Disability) Insurance
- Voluntary Term Life Insurance
- Voluntary Vision Insurance

### **V. LEAVE PROVISIONS**

#### **A. Vacations**

##### **1. Designated Vacation Days**

- a. Summer Break (July) – 4 days
- b. Fall Recess (October) – 5 days
- c. Winter Break (December) – 4 days
- d. Spring Break (March/April) – 5 days

##### **2. Discretionary Days - 12 month Employees Only**

- a. On July 1 after the first full year of employment the employee shall be awarded two (2) days with pay per benefit year.
- b. On July 1 following the second anniversary of the date of hire the employee shall be eligible for four (4) days with pay per benefit year and shall continue to qualify for the same number annually until eighth anniversary of employment.
- c. On July 1 following the third anniversary of the date of hire and each year thereafter the employee shall receive six (6) days with pay per benefit year.
- d. Vacation days must be scheduled as approved by the immediate supervisor.
- e. Vacation days must be used by the end of June of each year.

**A. 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 days

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.

**B. 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 of the daily rate of pay of the employee in question.
  - c. Benefits will continue one week (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 or her duties. During extended illness the employee shall submit physician's certificates each thirty (30) calendar days.

**C. Emergency Leave**

**1. Family Illness**

a. The College Admissions Coordinator will be granted a maximum of three (3) days per year of emergency leave in case of illness or accident in the immediate family. The definition of immediate family is found in the section of Immediate Family Death Leave.

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

b. If these three (3) emergency illness days are not used, they will be added to the accumulated sick or injury days.

c. Two (2) days of family emergency illness may be used as business days if requested no less than one day in advance. The Income Protection Plan shall not be used for family illness.

d. Business Days must be taken in full days increments.

**1. Immediate Family Death**

Emergency leave for death in the immediate family for a period of not more than 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.

**2. 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.

**4. Paid Holidays**

Nine (9) scheduled paid holidays are as follows:

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

Any employee who is absent from work for any part of the day due to illness, preceding or following a scheduled paid holiday must have a physician's certificate of illness before he receives pay for the holiday. Holiday pay shall not be deducted from accumulated sick days.

**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 or her own accord shall submit a letter of resignation to his or her supervisor.