

MSD Wayne Township

**CUSTODIAN / GROUNDS / OPERATIONS PERSONNEL  
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/her annual pay divided into twenty-six (26) equal installments. Pay dates will be scheduled for Fridays.

Salary and benefits 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/Salary Basis**

1. Each full-time employee shall be paid in accordance with this benefits schedule for work of 40 hours per week. Any hours worked in excess of 40 hours in one week shall be compensated at one and one-half times the regular hourly rate of that employee for the week in which the overtime is worked, unless federal or state law provides otherwise. Lunch is not included in these hours.
2. The schedule is based on a maximum work week of five (5) days, forty (40) hours of work. The eight-hour day shall consist of a thirty minute lunch (non-paid) and two fifteen minute break times (paid). Such paid break times and unpaid lunch periods shall be established by the school principal in consultation with the head custodian or immediate supervisors. No breaks at other times shall be permitted unless prior arrangements have been made with the principal or the supervisor. If overtime hours are requested, the rate of pay or comp time will be time and a half hourly. When school is not in session, all employees may be assigned to a daytime schedule.
3. In buildings having three (3) or more custodians, a head custodian will be appointed. If the head custodian is absent for more than ten (10) consecutive work days (non-vacation days), the custodian assuming that role shall begin receiving the head custodian stipend on the eleventh day through the completion of the assignment.
4. For extra activities involving a Facilities Usage Rental Agreement, custodians shall receive one and one-half the Head Custodian's hourly rate of the building being used with a three (3) hour minimum. (Custodians are to be notified at least twenty-four (24) hours in advance of activity.)

**C. Experience Credit**

The Board of Education, upon recommendation of the Superintendent of schools and the Chief Financial Officer, reserves the right to grant additional compensation to specially qualified personnel.

**D. Responsibilities**

All custodians shall be responsible to the Principal and/or the Chief Financial Officer or the person designated by him/her.

**E. School Closing Procedures**

If for any reason school is called off, the head custodians shall report to their buildings as soon as possible. All other full-time custodians shall report to work no later than 10:00 a.m. and work their eight (8) hour schedule. Any changes in this procedure will be the decision of the Superintendent of Schools and the Chief Financial Officer.

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

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**DAILY SALARY**

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<b>Custodian Personnel</b>	<b>2017-2019</b>
Level 1	\$101.02
Level 2	\$111.35
Level 3	\$121.85
Level 4	\$132.09
Level 5	\$142.59
Level 6	\$152.92
<b>Grounds and Operations Personnel</b>	<b>\$158.42</b>

  

<b>Additional Yearly Stipend</b>	<b>2017-2019</b>
Elementary Head Custodian	\$3,108
CHC/LHC/NGC/BDU Head Custodian	\$5,160
CHC/LHC Assistant Head Custodian	\$2,604
Lead Custodian	\$1,176
BDHS Head Custodian	\$8,685

Employees move to the next level of pay on the anniversary of his/her date of hire.

**II. INSURANCE – Full time employees**

**A. Group Term Life**

The Board of Education shall provide a group term life policy in the amount of \$50,000 for each 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:

<b>Plan</b>	<b>2017-2019</b>
<b>Single Plan</b>	<b>\$178.41</b>
<b>Member/Spouse or Member/Children</b>	<b>\$288.80</b>
<b>Family</b>	<b>\$315.92</b>

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 per pay membership cost of an approved dental insurance plan, provided said contributions do not exceed the cost of the particular kind of membership:

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

**D. Section 125**

Section 125 of the IRS code allows an employee to pay his/her 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**

1. Upon retirement any employee who has accumulated between a minimum of 65 and a maximum of 154 sick days is entitled to severance pay of \$20/day provided that the employee has applied for PERF benefits and has accumulated at least ten years (10) of service in Wayne Township.
2. This retirement severance pay is computed upon a formula utilizing the number of accumulated sick days; however, retirement severance pay is not and should not be interpreted nor construed as pay for unused sick leave days, nor is it the buy back of the school corporation of the employee's unused sick leave.

**IV. ALLOWABLE DEDUCTIONS**

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

- Tax sheltered annuity
- Disability Insurance
- Voluntary Term Life Insurance
- Voluntary Vision Insurance

**V. LEAVE PROVISIONS**

**A. Vacation Days**

1. Employees shall qualify for a paid vacation day on the anniversary of an employee's first three months, six months, and nine months on the job.
2. On the first anniversary of the employee's date of hire until the following July 1, 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 year 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 hereafter 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 the June date that the final vacation schedule is approved by the school principal and the Chief Financial Officer.

8. Vacation days must be scheduled as approved by the principal and the Chief Financial Officer two (2) weeks prior to vacation request. The Chief Financial Officer may allow the use of vacation days at other times in case of severe hardship on the part of the employee.

An employee may schedule vacation days during student non-attendance days. An employee may request up to five (5) of his/her vacation days to be taken during regular student attendance days, providing existing personnel can cover for the absent employee. No substitute shall be hired for an employee on vacation.

9. Vacation days provided must be used by the end of June or they will be lost unless approval of the Chief Financial Officer is secured in advance.

10. Employees who are recognized as having perfect attendance by the school corporation are eligible to receive one paid day off during the next school year with management approval. An employee recognized for two consecutive years of perfect attendance shall qualify for a second bonus vacation day which may be used at any time agreeable to the principal and Chief Financial Officer.

**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	6.5 days	February	3 days
September	6 days	March	2.5 days
October	5 days	April	2 days
November	5 days	May	1.5 days
December	4 days	June	1 day

2. Unused sick leave shall be accumulated to a maximum total of one hundred fifty-four (154) days. Once one hundred fifty-four (154) 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 fifty-four (154) 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). The person to whom the days are being donated must be on a continuous leave that has been approved under FMLA. Such donation must be in writing over the signature of the giver.

**C. Income Protection**

Employees with three (3) years or more experience will be eligible for income protection according to the following provisions:

1. Benefits will begin after all accumulated sick leave and earned vacation have been used and after additional waiting period of five (5) working days.
2. Daily benefits will be equal to seventy -five percent (75%) of the daily rate of pay of the employee in question.
3. 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.

4. 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.

**D. Emergency Leave**

**1. Family Illness/Business Days**

- a. Full-time personnel may be granted three (3) days per year for emergency leave effective July 1 of each year in case of illness or accident in the immediate family. New employees will be assigned a share of family illness leave according to the following schedule:

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

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. 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.

- 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.
- d. Business Days must be taken in full day increments.
- e. Business days may not be used on the working day before or the working day after a vacation, holiday, or recess time period.

**2. Immediate Family Death**

Emergency leave for death in the immediate family is for a period of not more than five (5) 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: father, mother, brother, sister, husband, wife, child, grandchild, father-in-law, mother-in-law, son-in-law, daughter-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.

**3. 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**

Eleven (11) scheduled paid holidays are as follows:

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

Any employee who is absent from work (using a Sick Day or Family Illness Day) for any part of the day, for any reason, preceding or following a scheduled paid holiday will not be granted holiday pay unless (s)he submits a physician's certificate of illness. Holiday pay shall not be deducted from accumulated sick days.

**VI. UNIFORMS**

Five (5) uniforms shall be furnished to custodial/grounds personnel. Women shall have a choice of either skirts or pants. Uniforms for part-year employees shall be pro-rated at three (3) sets. Full uniforms are to be worn at all times during work hours.

**VII. 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. Positions will be posted and all employees who apply for transfer will be notified personally or in writing of the job status.
2. All posted vacancies will be filled within sixty (60) days from the posting date. Highly skilled positions requiring specialized training and/or experience may be filled beyond the 60-day requirement when applicants fail to meet district standards.

**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.