

CUSTODIAN/OPERATIONS STAFF BENEFIT SCHEDULE

PERMANENT SUBSTITUTE CUSTODIAN

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 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/Salary Basis

Permanent Substitute Custodians shall be scheduled for work 40 hours per week. Lunch is not included in these hours.

The salary of each employee shall be established on a per diem basis with a minimum of one hundred ninety five (195) work days.

The work schedule will be determined by the Custodial Services Manager.

C. Responsibilities

All permanent substitutes shall be responsible to the Custodial Services Manager and/or the Supervisor of Facilities & Grounds.

D. School Closing Procedures

All permanent substitutes are expected to report to work on bad weather days except as directed by the Superintendent.

When an employee, due to an emergency situation, is advised by the Superintendent or his or her designee that he/she is not required to report for work on what would normally be a regular work day, 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 \$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 monthly 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 per pay 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 his or 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 for all full-time employees (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 the employee has applied for PERF benefits and has accumulated at least ten (10) years of service in Wayne Township.
2. This retirement severance pay is computed upon a formula utilizing the number of accumulated sick leave 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 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. Sick Leave

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

July	7	January	4
August	7	February	3.5
September	6	March	3
October	5.5	April	2
November	5	May	1
December	4.5	June	1

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. 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.
4. 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.

B. Income Protection

1. Employees with three (3) years or more experience will be eligible for additional income protection according to the following provisions:
 - a. Benefits will begin after all accumulated sick leave has 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 (5 days) for each year of service in Wayne Township Schools, 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 duties. During extended illness the employee shall submit new physician's certificates each thirty (30) calendar days.
2. Less-than-twelve-month employees shall receive entitled percentage of the above. Benefits shall terminate at the close of the working year as prescribed in the individual's employment. The remaining days shall be reinstated at the beginning of the following year's employment, if needed.

C. Emergency Leave

1. **Family Illness/Business Days**

- a. 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. 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

- b. 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.
- c. Additional days needed for this purpose may be taken, but shall be deducted from the accumulated sick leave. The Income Protection Plan shall not be used for family illness.
- d. If these three (3) emergency illness days are not used, they will be added to the accumulated sick or injury days.
- e. Two (2) days of family emergency illness may be used as business days if requested no less than one day in advance.
- f. Business Days must be taken in full-day increments.

2. **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 defined as husband, wife, child, father, mother, father-in-law, mother-in-law, brother, sister, grandchild, son-in-law, daughter-in-law, grandparent, sister-in-law, brother-in-law, or any relative who at the time of death is living as a member of the household of the employee. These five days will not be deducted from accumulated 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.

D. Paid Holidays

Employees shall be paid for the following seven (7) holidays annually:

- | | |
|----------------------------|------------------------|
| New Year's Day | Memorial Day |
| Martin Luther King Jr. Day | Labor Day |
| Thanksgiving Day | Day after Thanksgiving |
| Christmas Day | |

Any employee who is absent from work 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. Any employee who wishes to apply for transfer to any posted position may complete the Request For Transfer form and submit it to the Human Resources Office.

1. 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. Representation

1. The MSD of Wayne Township recognizes the Custodian/Grounds/Operations Personnel Association as the representative unit.

2. Representatives of the association and representatives of the administrative staff shall meet to discuss issues and interests when such meeting is requested by either the president of the association or the Chief Operations Officer.

G. 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.