

## **BUS MONITOR SALARY AND BENEFIT SCHEDULE**

**July 1, 2017 – June 30, 2019**

---

### **I. SALARY AND RESPONSIBILITIES**

#### **A. Salary Basis**

1. 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.
2. The salary of each employee shall be paid on an hourly basis for all services provided up to 40 hours in a week. Any hours worked in excess of 40 hours in one week shall be compensated at one and one-half the hourly rate of that employee for the week in which the overtime is worked, unless federal or state law provides otherwise.
3. Once an employee's schedule requires his or her presence for an average of 32.5 hours per week, (s)he shall be considered full-time.

#### **B. Length of Contract**

Employees shall be paid for work performed during the 195 days in the school year, having the same beginning and ending dates as the academic year of teachers.

#### **C. Attendance at Called Meetings**

Employees not attending called meetings on days paid but not worked shall have pay deducted. No meetings will be called earlier than seven (7) days prior to the start of the school year.

#### **D. Experience Credit**

All employees who were hired prior to March 1 shall, either on July 1 or the first working day of the school year (whichever is applicable) advance one step on the salary schedule until such time that they attain the highest possible level.

#### **E. Responsibilities**

All bus monitors shall be responsible to the Supervisor of Transportation or the person designated by him/her.

#### **F. School Closing Procedures**

Refer to the Bus Drivers' Handbook to see procedures about emergency school closings.

**G. Attendance Bonus**

Annually, bus monitors (employed the entire year) with exemplary attendance (0-1 absences, excluding bereavement leave) will be awarded an attendance bonus. Said bonus will be paid according to the following schedule:

Days Missed	Amount
0	\$150
1	\$100

---

**HOURLY SALARY**

---

	<b>2017-2019</b>
<b>Level</b>	<b>Hourly Rate</b>
1	\$13.12
2	\$13.33
3	\$13.59
4	\$13.86
5	\$14.13
6	\$14.38

**II. INSURANCE – Full time employees**

**A. Group Term Life**

The Board of Education shall provide a group term life policy in the amount of \$35,000 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	\$244.40
Employee + (Child)ren	\$449.80
Employee + Spouse	\$468
Family	\$611

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:

	<u>Employee</u>	<u>Double</u>	<u>Family</u>
<b>All Plans</b>	\$6.55	\$6.55	\$6.55

**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**

Upon retirement any full-time employee who has accumulated fifty-one (51) or more days of sick leave shall be entitled to \$20.00 multiplied times the number of sick leave days over fifty (50), providing the employee has applied for PERF benefits and has accumulated ten (10) years of service in Wayne Township.

The severance pay is computed upon a formula utilizing the number of accumulated sick leave days; however, severance pay is not and shall not be interpreted nor construed as pay for unused sick leave days, nor is it the buy back of the School Corporation of the driver'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**

On July 1 of each year, seven days of sick leave shall be provided, accumulating to 156 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

1. Unused sick leave shall be accumulated to a maximum of 156 days.
2. 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.
3. An employee will be required to submit a physician's statement in order to be paid for consecutive sick leave days that extend beyond three (3) working days.

**B. Income Protection**

1. Monitors 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 sixty-six and two-thirds percent (66 2/3%) 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 Wayne Township Schools, up to a maximum of twenty (20) weeks per employee per career.
  - 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 new physician's certificates each thirty (30) calendar days.

**C. Emergency Leave**

**1. Family Illness/Business Days**

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

The immediate family shall be defined as the husband, wife, child, father, mother, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law and grandchild. In addition, any other relative residing in the home of the driver shall also be considered a part of the immediate family.

Additional hours 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

If a monitor has 21 sick leave days at time of usage, he/she may request one (1) of the emergency days as a business day with three (3) working-days notice. An employee who has accumulated more than 75 sick leave days at the time of usage may request two (2) such business days per year to be deducted from emergency leave, providing the employee gives three (3) working-days notice. The Income Protection Plan shall not be used for family illness.

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

**2. Immediate Family Death**

Employees shall be granted up to five (5) work days of absence without loss of pay for a death in the immediate family. Immediate family is defined as husband, wife, child, father, mother, brother, sister, mother-in-law, father-in-law, grandchild, daughter-in-law, son-in-law, grandparent, brother-in-law, or sister-in-law, or any relative who at the time of death is living as a member of the household of the employee. The five calendar days shall begin either on the day of death or the day immediately following the death. The Monitor shall determine which day shall be the beginning date of leave.

**3. Other Family Death**

The employee will be granted one (1) day with pay in case of the death of an aunt, uncle, niece, or nephew. This leave will be provided for attendance at the funeral. A business day may be used in conjunction with this day if it is available. The requirement of three days notice for a business day may be waived in this instance.

**D. Paid Holidays**

Employees shall be paid 6.5 hours a day for the following seven (7) holidays annually:

New Year's Day	Memorial Day
Presidents' Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

One additional paid holiday will be added during Christmas break and one paid holiday added during Spring Break, provided the monitor works a full schedule on the day before and day after the breaks.

Any employee who is absent from work for any reason, and for any part of the day, preceding or following a scheduled paid holiday will not be granted holiday pay unless he/she submits a physician's certificate of illness. 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 likely continue as long as the individual's performance is satisfactory and the occupied position exists.

**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. Representation**

The MSD of Wayne Township recognizes the Wayne Township Bus Drivers Association as the representative unit.

**E. Transfer Requests**

Once a monitor expresses interest in a transfer to a driver position, and all training is successfully completed, monitors will be changed to sub driver status and then will be allowed to bid on vacant routes, but are assigned to routes by the Supervisor of Transportation based on the needs of that specific route, date of hire, and past job performance.

All available driving openings shall be posted for five (5) working days. This shall include all open routes, late runs, mid-day runs, and any route performed by a driver that lasts more than a week. Drivers must apply in writing during that same five day period to the Supervisor of Transportation in order to be considered for the vacant route. Factors considered in granting transfer requests include date of hire and past job performance.

**F. Bus Driver Handbook**

All drivers and monitors will follow rules and guidelines as written in the Bus Drivers' Handbook.

**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.