

## **EXECUTIVE ASSISTANT BENEFIT SCHEDULE**

### **TWELVE-MONTH OFFICE SUPPORT STAFF**

**July 1, 2023 – June 30, 2025**

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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 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**

Each full-time employee shall be paid in accordance with this benefit schedule for work of 40 hours per week. This position is considered exempt under the Fair Labor Standards Act regulations. Lunch is not included in these hours.

##### **C. School Closing Procedures**

All 12-month support staff personnel 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 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 Personnel Only**

##### **A. Group Term Life**

The Board of Education shall provide a group term life policy in the amount of \$38,000 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 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>2023-2025</b>
Single	\$156.66
Employee + (Child)ren	\$390.01
Employee + Spouse	\$412.13
Family	\$557.05

2. Employees who retire prior to age 65 may remain in the health insurance group in which he/she 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 he/she 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:

	<b><u>Employee</u></b>	<b><u>Double</u></b>	<b><u>Family</u></b>
<b>All Plans</b>	\$6.65	\$7.79	\$9.15

**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 for all full-time employees (3%).

**B. Severance Pay**

1. Upon retirement an employee is entitled to \$36 multiplied times the number of sick days on record, provided that 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 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. **Vacations**

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

- a. Summer Break (July) – 4 days
- b. Fall Recess (October) – 5 days
- c. Winter Break (December/January) – 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.
- f. If an employee resigns his/her position, the employee will be paid for his/her remaining vacation days (rounded up the nearest full day) according to the following schedule:

##### **Month of Resignation**

July/Aug/Sep	25% of remaining vacation days
Oct/Nov/Dec	50% of remaining vacation days
Jan/Feb/Mar	75% of remaining vacation days
Apr/May/June	100% of remaining vacation days

**B. Sick Leave**

1. On July 1 of each year, employees shall receive ten (10) sick days. New employees will be assigned a share of sick leave according to the following schedule:

July	10	January	4.5
August	9.5	February	3.5
September	8.5	March	3
October	7	April	2.5
November	6	May	1.5
December	5.5	June	1

2. Unused sick leave shall be accumulated to a maximum total of one hundred ninety (190) days. Once one hundred ninety (190) 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 calendar year, the employee will receive new days at the start of the next calendar year up to the annual maximum of ten (10). An employee may begin the year with no more than one hundred ninety (190) 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. Such donation must be in writing over the signature of the giver.
4. Donations can only be made to an employee who is on an FMLA Approved leave. Additionally, the leave must be consecutive days, and not intermittent. The use of donated days applies to a leave due to the employee's illness, and is not applicable to leave for an employee to care for his/her family member. Donated days cannot be banked, or carried over to the following school years.
5. In the event that an employee has three (3) consecutive sick days, the employee must provide a medical certification. In the case that an employee is absent before or after a holiday or scheduled break as designated in the Board approved calendar, the employee may be required to provide a medical certification.

**C. 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.

- 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.
- e. Income protection is available to an employee who is on an FMLA Approved leave. Additionally, the leave must be consecutive days, and not intermittent.
- f. Income protection applies to a leave due to the employee's illness, and is not applicable to leave for an employee to care for his/her family member.

**D. Emergency Leave**

**1. Immediate Family Death**

Emergency leave for death in the immediate family shall be allowed with full compensation for up to ten (10) consecutive or non-consecutive contract days for the death of a spouse or child, or five (5) consecutive or non-consecutive contract days for all other immediate family members. The consecutive or non-consecutive contract days shall begin on either the day of the death or the day immediately following the death. The leave days are to be utilized for bereavement and related obligations for services and/or related business matters within ten (10) consecutive contract days of the passing of the family member. For extenuating circumstances that cause an employee to not meet the timeline of bereavement leave, a written request may be submitted to the Deputy Human Resources Officer to modify the leave window.

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, brother-in-law, sister-in-law, or any relative who at the time of death is living as a member of the household of the employee.

Up to three (3) additional days which shall be deducted from accumulated sick leave days, may be taken for this purpose provided that advanced notice is given to the employee's supervisor and provided that these days are consecutive work days to those already used under this benefit

**3. Other Family Death**

The employee is entitled to one day's leave with compensation in case of death of an, aunt, uncle, niece, or nephew. This leave will be allowed for attendance at the funeral and will not be charged against sick leave.

**E. Paid Holidays**

Employees shall be paid for the following ten (10) holidays:

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

**F. Business/Personal Days**

1. Each employee shall be entitled to three (3) days per school year for business leave for the transaction of the employee's business and/or the conduct of civic affairs. Persons employed after the first grading period shall receive one and one half (1.5) business day. Unused business days will be transferred to sick leave on June 30 of each year.
2. Each individual must file with the principal of the school a request for business leave at least one working day in advance of the requested date.
3. Personal Business leave used on the last day immediately prior to, or the first day immediately following holidays or breaks or intersession will be counted as double. Holidays in which two (2) personal business days may be used to extend by one day include: Labor Day, Dr. Martin Luther King, Jr. Holiday, President's Day, and Memorial Day. The request must be made in writing to the building principal no later than seven (7) calendar days prior to the day requested. A personal business day may be on the last day of the school year as specified in the Board approved calendar.
4. Personal business leave may be charged in half-day (.5) or full-day increments after a vacation, holiday, or recess time period.

**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 and submit the Request For Transfer form to the Human Resources Office.
2. Any employee who wishes to apply to any other posted position may complete a letter of interest and submit it to his or her immediate supervisor and 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.