

## **INSTRUCTIONAL SUPPORT STAFF BENEFIT SCHEDULE**

### **EARLY CHILDHOOD CAREGIVER – Part Time July 1, 2023 – June 30, 2025**

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

##### **A. Work Hours/Salary Basis**

Each full-time employee shall be scheduled for at least 30 hours per week. Lunch is not included in these hours. 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.

##### **B. Experience Credit**

Salary shall be determined within the published range, depending on certifications and previous experience.

##### **C. Responsibilities**

All child care givers shall be responsible to the Principal or his or her designee.

##### **D. School Closing Procedures**

All child care givers/directors 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 workday, he/she shall be paid for such day.

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#### **Hourly Rate of Pay**

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<b>Level</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>1</b>	<b>\$15.75</b>	<b>\$16.07</b>
<b>2</b>	<b>\$17.49</b>	<b>\$17.84</b>
<b>3</b>	<b>\$19.24</b>	<b>\$19.62</b>
<b>4</b>	<b>\$20.98</b>	<b>\$21.40</b>
<b>5</b>	<b>\$22.72</b>	<b>\$23.18</b>

## **II. INSURANCE - Full-time employees**

### **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 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	\$203.66
Employee + (Child)ren	\$507.01
Employee + Spouse	\$535.77
Family	\$724.17

### **C. Group Dental**

The Board 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>	\$8.65	\$10.13	\$11.29

### **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. 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

## **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 it 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.