

College Admissions Coordinator

SALARY AND BENEFIT SCHEDULE

July 1, 2023 – June 30, 2025

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

The employee shall be paid for 40 hours per week. This position is considered **exempt** under the Fair Labor Standards Act regulations.

C. Experience Credit

All employees who were hired prior to March 1 shall on July 1 of each year advance one step on the salary schedule until such time that they attain the highest possible level.

D. Responsibilities

The College Admissions Coordinator shall be responsible to the Principal of Ben Davis High School or the designee.

E. School Closing Procedures

If for any reason school is called off, the College Admissions Coordinator shall report to their buildings by 10:00 a.m. and work a minimum of eight (8) hours. Any changes in this procedure will be the decision of the Superintendent of Schools and the Principal.

When an employee, due to an emergency situation, is advised by the Superintendent or the Principal 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.

| | | |
|---------------------------|--------------------------------|-----------------------------------|
| Annual Base Salary | 2023-2024 = \$84,771.04 | 2024-2025 = \$ \$86,466.46 |
|---------------------------|--------------------------------|-----------------------------------|

II. INSURANCE – Full-time employees

A. Group Term Life

The Board of Education shall provide a group term life insurance policy in the amount of \$47,500 per year 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:

| Plan | 2023-2025 |
|-----------------------|------------------|
| 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 (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> |
|------------------|------------------------|----------------------|----------------------|
| All Plans | \$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. The Board of Education shall pay the employee's share of the Public Employees' Retirement Fund (PERF) (3%).
- B. Upon retirement any employee who has accumulated 65-85 sick days is entitled to one week's additional vacation with pay. One who has accumulated 86 or more sick days is entitled to two weeks additional vacation with pay. Employees shall have been employed ten years or more to be eligible for this additional paid vacation.

IV. ALLOWABLE DEDUCTIONS

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

- Tax sheltered annuity
- Voluntary 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) – 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.

A. Sick Leave

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

| | | | |
|-----------|----------|----------|----------|
| July | 10 days | January | 5.5 days |
| August | 9 days | February | 4.5 days |
| September | 8.5 days | March | 4 days |
| October | 8.5 days | April | 3 days |
| November | 7 days | May | 2.5 days |
| December | 6 days | June | 1.5 days |

2. Unused sick leave shall be accumulated to a maximum total of one hundred forty-four (144) days. Once one hundred forty-four (144) 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 ten (10). An employee may begin the year with no more than one hundred forty-four (144) days.
3. 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.
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). Such donation must be in writing over the signature of the giver. 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. Two (2) days of sick leave may be used as business days if requested no less than one day in advance. The Income Protection Plan shall not be used for family illness.
6. Personal business leave shall not be taken immediately before or after a break or intersession as indicated on a Board approved school calendar. Personal Business leave used on the last day immediately prior to, or the first day immediately following holidays 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 used for the last teacher contract day of the school year as specified in the Board approved calendar.

6. Business Days must be taken in full days increments.

B. Income Protection Plan

1. Employees with three (3) years or more experience will be eligible for income protection according to the following provisions:
 - a. Benefits will begin after all accumulated sick leave and earned vacation have been used and after additional waiting period of five (5) working days.
 - b. Daily benefits will be equal to seventy -five percent 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 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.
 - 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 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.

C. 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.

2. 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.

4. 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 |

Any employee who is absent from work for any part of the day due to illness, preceding or following a scheduled paid holiday must have a physician's certificate of illness before he receives pay for the holiday. 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 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 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.