

# MADISON CONSOLIDATED SCHOOLS

## STATEMENT OF BENEFITS AND COMPENSATION

FOR THE  
2017 – 2018  
SCHOOL YEAR

ADOPTED:

~~December 13, 2017~~ April 11, 2018

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## GENERAL INFORMATION

### Notice

***Madison Consolidated Schools has the right to administer, interpret, and alter the statement of benefits provisions as needed. The statement of benefits does not create an employment contract. The employment relationship is and remains at-will. The employer or employee at any time and for any reason notwithstanding any contrary provision in the statement of benefits may terminate employment.***

### Definitions

**Full-time:** Any employee working an average of 30 or more hours in a week.

**Part-time:** Any employee working an average of less than 30 hours in a week.

**Exempt:** Any employee not subject to overtime restrictions.

**Non-exempt:** Any employee subject to overtime restrictions.

*All non-exempt employees must have prior approval from their supervisor to work overtime and must be properly documented on time cards. Working off the clock is not permitted at any time.*

### Hazardous Weather Days

Information about hazardous weather days may be found in the Hazardous Weather Day work schedule located in Appendix D or in the shared Google drive folder—*Human Resources*.

### Jury Duty

Any employee required to be absent from work for jury duty must provide proof of service to the direct supervisor and the administration office. Proof of payment received for service should be submitted to the Treasurer and the amount paid for service will be deducted from the employee's regular daily rate, with the difference of the daily rate being paid to the employee.

### Other

The Superintendent may offer additional compensation beyond the current salary ranges to retain or secure highly effective or effective non-certified employees. Signing bonuses and retention bonuses may be offered to employees by the Superintendent. Compensation may be adjusted based on additional degrees or experience as approved by the administration.

### Early Termination

All salary information provided to employees assumes the employee will work the total number of days assigned for his/her position. Should the employee not work the assigned number of days (such as in the case of employment being terminated, either voluntarily or involuntarily, or hired after the beginning of the fiscal year), the employee's salary will be pro-rated based on the actual number of days worked.

## LEVEL A BENEFITS

*Instructional Support Personnel (part-time)*

*Food Service Assistants*

*Service Personnel (part-time)*

*Transportation Personnel*

### **2.000 INSURANCE**

**2.050 Eligibility:** Level A employees are not eligible for health insurance.

**2.100 Dental Insurance:** Level A employees may participate in the dental insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.

**2.150 Vision Insurance:** Level A employees may participate in the vision insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.

**2.200 Life Insurance:** Employees may participate in the prevailing life insurance program in an amount of \$25,000 (benefit reduces at ages sixty-five (65) and seventy (70)). The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

**2.250 Long-Term Disability Insurance:** Employees may participate in the prevailing long-term disability insurance program. The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

**2.300 Accidental Death and Dismemberment:** The Board of School Trustees will contribute the total premium cost of accidental death and dismemberment insurance policy. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

### **3.000 PAID BENEFIT DAYS**

**3.050 Eligibility:** To be eligible for these benefit days, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). Benefits will be prorated according to regular hours worked for employees working less than an 8-hour day. For new employees, benefit days will be prorated based on the number of working days left in the fiscal year (fiscal year begins July 1).

#### **3.100 Personal Illness Leave:**

Employees will receive three (3) personal illness leave days granted per school year. These days are prorated annually beginning on July 1. Unused days at the end of the year may accumulate up to a maximum of thirty (30) days.

Personal illness leave may be taken in increments of one half day or one full day. A full day for a part-time employee will be considered 5.5 hours. An employee's supervisor may require personal illness leave be substantiated by a doctor's statement.

- 3.150 Family Illness Leave:** An employee may use up to a maximum of five (5) days family illness from their accumulated personal illness leave, for illness in their immediate family per school year, unless the employee's absences are covered by FMLA.

The term "immediate family" shall be interpreted as spouse, children, and parents. Family illness leave shall be allowed also for illness of other relatives living in the employee's home, considered by the employee to have "immediate family" relationship.

Family illness leave may be taken in increments of one half day or one full day. A full day for a part-time employee will be considered 5.5 hours. Employees requesting the use of family illness should submit a certificate of absence form to their immediate supervisor. In reporting family illness for payroll purposes, list the day as family illness and the relationship to the person claiming family illness. These days shall be charged against accumulated personal illness days.

- 3.200 Personal Business Leave:** Employees will receive two (2) days personal business leave each year. These days will be prorated beginning on July 1 of each year. Unused days at the end of the year do not accumulate, but shall be credited to the accumulated personal illness leave. Personal business leave should be requested through the employee's supervisor two (2) work days prior to the day of the leave requested, except in the case of an emergency, the two (2) work day prior notice may be waived. Personal business leave may be taken in increments of one half day or one full day. A full day for a part-time employee will be considered 5.5 hours.

- 3.250 Holidays:** Employees in this group are not eligible for paid holidays.

- 3.300 Vacations:** Employees in this group are not eligible for paid vacation.

- 3.350 Bereavement Leave:** Each employee shall be allowed up to five (5) days with pay in each case of the death of the employee's father, mother, spouse, or child.

Each employee shall be allowed up to three (3) days with pay in each case of the death of the employee's brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandchild.

One (1) day may be granted for each "non-immediate" family bereavement.

Days must be taken consecutively. Bereavement leave shall not accumulate from year to year.

## **6.000 RETIREMENT BENEFITS**

- 6.050 Eligibility:** Members of this group are eligible to participate in the Indiana Public Retirement System (INPRS) as long as the minimum requirements under the plan are met.

**6.100 Indiana Public Retirement System:** The Board of School Trustees will pay the mandatory individual contribution to INPRS for each eligible employee in this group.

## LEVEL B BENEFITS

*Building Clerical Personnel*

*Food Service Supervisors*

*Maintenance & Transportation Mechanics*

*Service Personnel (full-time) and School Resource Officer*

*Instructional Support Personnel (full-time)*

*Student Services Personnel*

*Professional Personnel, Non-Certified*

### **2.000 INSURANCE**

- 2.050 Eligibility:** To be eligible for these insurance programs, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits) and be working on a full-time basis. Enrollment in any insurance benefit must occur within the first thirty (30) days of employment, during open enrollment, or at the time of a qualifying event.
- 2.075 Medical Insurance:** Employees may participate in the prevailing group major medical, health and hospitalization insurance referred to as the Group Health Insurance Plan. Spouses of employees will be excluded from eligibility under the group health insurance plan if they are eligible for employer-sponsored health coverage through their own employer to begin with the September 1, 2015 health insurance plan year. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix A for premiums and Board of School Trustees' contributions.
- 2.100 Dental Insurance:** Level B employees may participate in the dental insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.
- 2.150 Vision Insurance:** Level B employees may participate in the vision insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.
- 2.200 Life Insurance:**  
Employees may participate in the prevailing life insurance program in an amount of \$50,000 (benefit reduces at ages sixty-five (65) and seventy (70)). The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.
- 2.250 Long-Term Disability Insurance:** Employees may participate in the prevailing long-term disability insurance program. The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.
- 2.300 Accidental Death and Dismemberment:** The Board of School Trustees will contribute the total premium cost of accidental death and dismemberment insurance policy. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

### **3.000 PAID BENEFIT DAYS**

**3.050 Eligibility:** To be eligible for these benefit days, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). Benefits will be prorated according to regular hours worked for employees working less than an 8-hour day. For new employees, benefit days will be prorated based on the number of working days left in the fiscal year (fiscal year begins July 1).

**3.100 Personal Illness Leave:** Employees assigned to work less than a 260-day, 12-month assignment will receive five (5) personal illness leave days on a prorated basis per school year. All employees assigned to work a 260-day, 12-month assignment will receive six (6) personal illness days on a prorated basis per school year. These days are allotted annually on July 1. Unused days at the end of the year may accumulate up to a maximum of 30 days. Personal illness leave may be taken in increments of one half day or one full day. An employee's supervisor may require personal illness leave be substantiated by a doctor's statement.

**3.150 Family Illness Leave:** An employee may use up to a maximum of five (5) days family illness from their accumulated personal illness leave, for illness in their immediate family per school year, unless the employee's absences are covered by FMLA.

The term "immediate family" shall be interpreted as spouse, children, and parents. Family illness leave shall be allowed also for illness of other relatives living in the employee's home, considered by the employee to have "immediate family" relationship.

Family illness leave may be taken in increments of one half day or one full day. Employees requesting the use of family illness should submit a certificate of absence form to their immediate supervisor. In reporting family illness for payroll purposes, list the day as family illness and the relationship to the person claiming family illness. These days shall be charged against accumulated personal illness days.

**3.200 Personal Business Leave:** Employees will receive two (2) days personal business leave each year. These days are allotted annually on July 1. Unused days at the end of the year do not accumulate, but shall be credited to the accumulated personal illness leave. Personal business leave should be requested through the employee's supervisor two (2) work days prior to the day of the leave requested, except in the case of an emergency, the two (2) work day prior notice may be waived. Personal business leave may be taken in increments of one half day or one full day.

**3.250 Holidays:** Employees assigned to work a 260-day assignment will receive the following 12 paid holidays:

- Fourth of July
- Labor Day
- October Fall Break (2 days)
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (established by the Superintendent)
- New Year's Day
- Good Friday
- Memorial Day

When a holiday falls on a day when an employee would otherwise be taking a leave day (i.e., personal illness), the day will be counted as a holiday.

Employees who are assigned to work less than 260-day assignment are not eligible for paid holidays.

**3.300 Vacations:** Employees are eligible for vacation as follows:

Employees who are assigned to work less than 260-day assignment are not eligible for paid vacation.

Employees working 260-day assignments are eligible for vacation days as follows:

- A. Five (5) days vacation will be granted after reaching the first July 1.
- B. Ten (10) days vacation will be granted after reaching the second July 1.
- C. Fifteen (15) days vacation will be granted after reaching the tenth July 1.

Employees with twenty (20) years of service as of July 1, 2014 will be granted twenty (20) days of vacation annually. Employees reaching twenty (20) years of service after July 1, 2014 are not eligible for additional days.

Vacation days will begin to start being earned on the dates as listed above. Vacation days granted may be taken before being fully earned. However, termination of employment will result in the prorating of unused days to be paid or the repayment by the employee of any days used but not yet earned. Service in less than a twelve-month position will be pro-rated to equivalent service when transferring to a twelve-month position. The vacation period is the fiscal year, July 1 through June 30. Vacation days are non-accumulative. A maximum of five (5) vacation days may be carried over to the next fiscal year with a recommendation from the direct supervisor of an employee and final approval by the Superintendent. Vacation days carried over into the next fiscal year must be redeemed within 60 calendar days of July 1. Any carryover days not redeemed within the required timeframe will be forfeit.

The date for vacation entitlement is July 1 of each year.

When an employee resigns or is discharged for any reason, that employee shall be paid for a pro-rated number of vacation days.

Vacations shall be scheduled by agreement with the employee's supervisor. It is expected that there will be at least three (3) working days notice for all vacation requests. Vacation days may be taken in increments of one half day or one full day.

**3.350 Bereavement Leave:** Each employee shall be allowed up to five (5) days with pay in each case of the death of the employee's father, mother, spouse, or child.

Each employee shall be allowed up to three (3) days with pay in each case of the death of the employee's brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandchild.

One (1) day may be granted for each "non-immediate" family bereavement.

Days must be taken consecutively. Bereavement leave shall not accumulate from year to year.

**6.000 RETIREMENT BENEFITS**

**6.050 Eligibility:** Members of this group are eligible to participate in the Indiana Public Retirement System (INPRS) as long as the minimum requirements under the plan are met.

**6.100 Indiana Public Retirement System:** The Board of School Trustees will pay the mandatory individual contribution to INPRS for each employee in this group.

## LEVEL C BENEFITS

*Professional Personnel, Certified*

### **2.000 INSURANCE**

- 2.050 Eligibility:** To be eligible for these insurance programs, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits) and be working on a full-time basis. Enrollment in any insurance benefit must occur within the first thirty (30) days of employment, during open enrollment, or at the time of a qualifying event.
- 2.075 Medical Insurance:** Employees may participate in the prevailing group major medical, health and hospitalization insurance referred to as the Group Health Insurance Plan. Spouses of employees will be excluded from eligibility under the group health insurance plan if they are eligible for employer-sponsored health coverage through their own employer to begin with the September 1, 2015 health insurance plan year. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. Employees hired after July 1 may have their HSA contribution pro-rated and a contribution to their previous plan premium may be authorized by the Superintendent. See Appendix A for premiums and Board of School Trustees' contributions.
- 2.100 Dental Insurance:** Level C employees may participate in the dental insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.
- 2.150 Vision Insurance:** Level C employees may participate in the vision insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.
- 2.200 Life Insurance:** Employees may participate in the prevailing life insurance program in an amount of \$50,000 (benefit reduces at ages sixty-five (65) and seventy (70)). The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.
- 2.250 Long-Term Disability Insurance:** Employees may participate in the prevailing long-term disability insurance program. The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.
- 2.300 Accidental Death and Dismemberment:** The Board of School Trustees will contribute the total premium cost of accidental death and dismemberment insurance policy. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

### **3.000 PAID BENEFIT DAYS**

- 3.050 Eligibility:** To be eligible for these benefit days, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). Benefits will be prorated according to regular hours worked for employees working less than a 7.5-hour day. For

new employees, benefit days will be prorated based on the number of working days left in the fiscal year (fiscal year begins July 1).

**3.100 Personal Illness Leave:**

An employee in this category will receive fourteen (14) personal illness leave days per school year. These days are allotted annually on July 1. Unused days at the end of the year may accumulate up to a maximum of 120 days (employees who were hired prior to May 31, 2013 may accumulate up to 190 days). Personal illness leave may be taken in increments of one half day or one full day. One (1) personal illness leave day per school year may be used, either for personal illness or family illness, in multiples of one (1) hour, which will entitle the employee to seven (7) such one-hour leaves. Any remaining one (1) hour multiples will not carry over to the next school year, nor will they accumulate as partial days of personal illness leave. An employee's supervisor may require personal illness leave be substantiated by a doctor's statement. Up to four (4) personal illness leave days may be used as personal business leave days per year.

**3.150 Family Illness Leave:** An employee may use up to a maximum of twenty (20) days family illness from their accumulated personal illness leave, for illness in their immediate family per school year, unless the employee's absences are covered by FMLA.

The term "immediate family" shall be interpreted as spouse, children (step or natural), parents, parent-in-law, grandchildren, or any person regularly domiciled in the employee's house. Family illness leave shall be allowed also for illness of other relatives living in the employee's home, considered by the employee to have "immediate family" relationship.

Family illness leave may be taken in increments of one half day or one full day. One (1) personal illness leave day per school year may be used, either for personal illness or family illness, in multiples of one (1) hour, which will entitle the employee to seven (7) such one-hour leaves. Any remaining one (1) hour multiples will not carry over to the next school year, nor will they accumulate as partial days of personal illness leave. Employees requesting the use of family illness should submit a certificate of absence form to their immediate supervisor. In reporting family illness for payroll purposes, list the day as family illness and the relationship to the person claiming family illness. These days shall be charged against accumulated personal illness days.

**3.200 Personal Business Leave:** Four (4) days personal business leave may be allowed each year and will be subtracted from the employee's total annual allotment of fourteen (14) paid personal illness leave days as they are used. These days are allotted annually on July 1. Unused days at the end of the year do not accumulate, but shall be credited to the accumulated personal illness leave. Personal business leave should be requested through the employee's supervisor two (2) work days prior to the day of the leave requested, except in the case of an emergency, the two (2) work day prior notice may be waived. Personal business leave may be taken in increments of one half day or one full day. One-half (1/2) personal business leave day per school year may be used in multiples of one (1) hour, which will entitle the employee to four (4) such one-hour leaves. Any remaining one (1) hour multiples will not carry over to the next school year, nor will they accumulate as partial days of personal illness leave.

**3.250 Holidays:** All employees assigned to work less than a 260-day, 12-month assignment are not eligible for holiday pay. All employees assigned to work a 260-day assignment will receive the following 12 paid holidays:

- Fourth of July
- Labor Day
- October Fall Break (2 days)
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (established by the Superintendent)
- New Year's Day
- Good Friday
- Memorial Day

When a holiday falls on a day when an employee would otherwise be taking a leave day (i.e., personal illness), the day will be counted as a holiday.

**3.300 Vacations:** Employees in this group are not eligible for paid vacation.

**3.350 Bereavement Leave:** Each employee shall be allowed up to five (5) days with pay in each case of the death of the employee's father, mother, brother, sister, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, step-parent, step-child, step-sibling or any person domiciled in the employee's home.

One (1) day may be granted for each "non-immediate" family bereavement and will be charged against the employee's personal illness leave.

When attending a funeral requiring travel of 300 miles or more, one way, the employee will be granted one (1) additional day which shall be charged against the employee's personal illness leave.

Days must be taken consecutively. Bereavement leave shall not accumulate from year to year.

## **6.000 RETIREMENT BENEFITS**

**6.050 Eligibility:** Members of this group are eligible to participate in the Indiana Public Retirement System (INPRS) as long as the minimum requirements under the plan are met.

**6.100 Indiana Public Retirement System:** The Board of School Trustees will pay the mandatory individual contribution to INPRS for each employee in this group.

## LEVEL D BENEFITS

*Administrators*

### **2.000 INSURANCE**

- 2.050 Eligibility:** To be eligible for these insurance programs, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits) and be working on a full-time basis. Enrollment in any insurance benefit must occur within the first thirty (30) days of employment, during open enrollment, or at the time of a qualifying event.
- 2.075 Medical Insurance:** Employees may participate in the prevailing group major medical, health and hospitalization insurance referred to as the Group Health Insurance Plan. Spouses of employees will be excluded from eligibility under the group health insurance plan if they are eligible for employer-sponsored health coverage through their own employer to begin with the September 1, 2015 health insurance plan year. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. The Board will also pay the approved amount for each calendar year into a Health Savings Account for each participating employee on the first payroll for the new employee. Employees hired after July 1 may have their HSA contribution pro-rated and a contribution to their previous plan premium may be authorized by the Superintendent. See Appendix A for premiums and Board of School Trustees' contributions.
- 2.100 Dental Insurance:** Level D employees may participate in the dental insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.
- 2.150 Vision Insurance:** Level D employees may participate in the vision insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.
- 2.200 Life Insurance:** Employees may participate in the prevailing life insurance program in an amount of \$50,000 (benefit reduces at ages sixty-five (65) and seventy (70)). The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.
- 2.250 Long-Term Disability Insurance:** Employees may participate in the prevailing long-term disability insurance program. The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.
- 2.300 Accidental Death and Dismemberment:** The Board of School Trustees will contribute the total premium cost of accidental death and dismemberment insurance policy. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

### **3.000 PAID BENEFIT DAYS**

- 3.050 Eligibility:** To be eligible for these benefit days, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). Benefits will be prorated

according to regular hours worked for employees working less than an 8-hour day. For new employees, benefit days will be prorated based on the number of working days left in the fiscal year (fiscal year begins July 1).

**3.100 Personal Illness Leave:**

An employee in this category will receive ten (10) personal illness leave days per school year. These days are allotted annually on July 1. Unused days at the end of the year may accumulate up to a maximum of 120 days (employees who were hired prior to May 31, 2013 may accumulate up to 190 days). Personal illness leave may be taken in increments of one half day or one full day. An employee's supervisor may require personal illness leave be substantiated by a doctor's statement.

**3.150 Family Illness Leave:**

An employee may use up to a maximum of twenty (20) days family illness from their accumulated personal illness leave, for illness in their immediate family per school year, unless the employee's absences are covered by FMLA.

The term "immediate family" shall be interpreted as spouse, children (step or natural), parents, parent-in-law, grandchildren, or any person regularly domiciled in the employee's house. Family illness leave shall be allowed also for illness of other relatives living in the employee's home, considered by the employee to have "immediate family" relationship.

Family illness leave may be taken in increments of one half day or one full day. In reporting family illness for payroll purposes, list the day as family illness and the relationship to the person claiming family illness. These days shall be charged against accumulated personal illness days.

**3.200 Personal Business Leave:** Four (4) days personal business leave may be allowed each year. These days are allotted annually on July 1. Unused days at the end of the year do not accumulate, but shall be credited to the accumulated personal illness leave. Personal business leave should be requested through the employee's supervisor three (3) days prior to the day of the leave requested. Personal business leave may be taken in increments of one half day or one full day.

**3.250 Holidays:** All employees assigned to work less than a 260-day, 12-month assignment are not eligible for holiday pay. All employees assigned to work a 260-day assignment will receive the following 12 paid holidays:

- Fourth of July
- Labor Day
- October Fall Break (2 days)
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (established by the Superintendent)
- New Year's Day
- Good Friday
- Memorial Day

When a holiday falls on a day when an employee would otherwise be taking a leave day (i.e., personal illness), the day will be counted as a holiday.

**3.300 Vacations:** Only 260-day employees are eligible for vacation days. Employees covered under the Administrative Employee Group working 260-days per year shall be granted twenty (20) days of vacation upon signing their first contract.

Vacation days will begin to start being earned on the dates as listed above. Vacation days granted may be taken before being fully earned. However, termination of employment will result in the prorating of unused days to be paid or the repayment by the employee of any days used but not yet earned. Service in less than a twelve-month position will be pro-rated to equivalent service when transferring to a twelve-month position. The vacation period is the fiscal year, July 1 through June 30. Vacation days are non-accumulative. A maximum of five (5) vacation days may be carried over to the next fiscal year with a recommendation from the direct supervisor of an employee and final approval by the Superintendent. Vacation days carried over into the next fiscal year must be redeemed within 60 calendar days of July 1. Any carryover days not redeemed within the required timeframe will be forfeit.

The date for vacation entitlement is July 1 of each year.

When an employee resigns or is discharged for any reason, that employee shall be paid for a pro-rated number of vacation days.

Vacations shall be scheduled by agreement with the employee's supervisor. It is expected that there will be at least three (3) working days notice for all vacation requests. Vacation days may be taken in increments of one half day or one full day.

**3.350 Bereavement Leave:** Each employee shall be allowed up to five (5) days with pay in each case of the death of the employee's father, mother, brother, sister, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, step-parent, step-child, step-sibling or any person domiciled in the employee's home.

One (1) day may be granted for each "non-immediate" family bereavement and will be charged against the employee's personal illness leave.

When attending a funeral requiring travel of 300 miles or more, one way, the employee will be granted one (1) additional day which shall be charged against the employee's personal illness leave.

Days must be taken consecutively. Bereavement leave shall not accumulate from year to year.

## **6.000 RETIREMENT BENEFITS**

**6.050 Eligibility:** Members of this group are eligible to participate in the Indiana Public Retirement System (INPRS) as long as the minimum requirements under the plan are met.

**6.100 Indiana Public Retirement System:** The Board of School Trustees will pay the mandatory individual contribution to INPRS for each employee in this group.

## LEVEL E BENEFITS

*Superintendent*

### **2.000 INSURANCE**

**2.050 Eligibility:** To be eligible for these insurance programs, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits) and be working on a full-time basis. Enrollment in any insurance benefit must occur within the first thirty (30) days of employment, during open enrollment, or at the time of a qualifying event.

**2.075 Medical Insurance:** Employees may participate in the prevailing group major medical, health and hospitalization insurance referred to as the Group Health Insurance Plan. Spouses of employees will be excluded from eligibility under the group health insurance plan if they are eligible for employer-sponsored health coverage through their own employer to begin with the September 1, 2015 health insurance plan year. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. The Board will also pay the approved amount for each calendar year into a Health Savings Account for each participating employee on the first payroll for the new employee. Employees hired after July 1 may have their HSA contribution pro-rated and a contribution to their previous plan premium may be authorized by the Superintendent. See Appendix A for premiums and Board of School Trustees' contributions.

**2.100 Dental Insurance:** Level E employees may participate in the dental insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.

**2.150 Vision Insurance:** Level E employees may participate in the vision insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.

**2.200 Life Insurance:** Employees may participate in the prevailing life insurance program in an amount of \$300,000 (benefit reduces at ages sixty-five (65) and seventy (70). The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

**2.250 Long-Term Disability Insurance:** Employees may participate in the prevailing long-term disability insurance program. The Board will pay the total premium except for \$1.00 per year for eligible employees who choose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

**2.300 Accidental Death and Dismemberment:** The Board of School Trustees will contribute the total premium cost of accidental death and dismemberment insurance policy. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

### **3.000 PAID BENEFIT DAYS**

**3.050 Eligibility:** To be eligible for these benefit days, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). Benefits will be prorated

according to regular hours worked for employees working less than an 8-hour day. For new employees, benefit days will be prorated based on the number of working days left in the fiscal year (fiscal year begins July 1).

**3.100 Personal Illness Leave:**

An employee in this category will receive ten (10) personal illness leave days per school year. These days are allotted annually on July 1. Unused days at the end of the year may accumulate up to a maximum of 120 days (employees who were hired prior to May 31, 2013 may accumulate up to 190 days). Personal illness leave may be taken in increments of one half day or one full day. An employee's supervisor may require personal illness leave be substantiated by a doctor's statement.

**3.150 Family Illness Leave:**

An employee may use up to a maximum of twenty (20) days family illness from their accumulated personal illness leave, for illness in their immediate family per school year, unless the employee's absences are covered by FMLA.

The term "immediate family" shall be interpreted as spouse, children (step or natural), parents, parent-in-law, grandchildren, or any person regularly domiciled in the employee's house. Family illness leave shall be allowed also for illness of other relatives living in the employee's home, considered by the employee to have "immediate family" relationship.

Family illness leave may be taken in increments of one half day or one full day. In reporting family illness for payroll purposes, list the day as family illness and the relationship to the person claiming family illness. These days shall be charged against accumulated personal illness days.

**3.200 Personal Business Leave:** Four (4) days personal business leave may be allowed each year. These days are allotted annually on July 1. Unused days at the end of the year do not accumulate, but shall be credited to the accumulated personal illness leave. Personal business leave should be requested through the employee's supervisor three (3) days prior to the day of the leave requested. Personal business leave may be taken in increments of one half day or one full day.

**3.250 Holidays:** All employees assigned to work less than a 260-day, 12-month assignment are not eligible for holiday pay. All employees assigned to work a 260-day assignment will receive the following 12 paid holidays:

- Fourth of July
- Labor Day
- October Fall Break (2 days)
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (established by the Superintendent)
- New Year's Day
- Good Friday
- Memorial Day

When a holiday falls on a day when an employee would otherwise be taking a leave day (i.e., personal illness), the day will be counted as a holiday.

**3.300 Vacations:** Only 260-day employees are eligible for vacation days. Employees covered under the Administrative Employee Group working 260-days per year shall be granted twenty (25) days of vacation upon signing their first contract.

Vacation days will begin to start being earned on the dates as listed above. Vacation days granted may be taken before being fully earned. However, termination of employment will result in the prorating of unused days to be paid or the repayment by the employee of any days used but not yet earned. Service in less than a twelve-month position will be pro-rated to equivalent service when transferring to a twelve-month position. The vacation period is the fiscal year, July 1 through June 30. Vacation days are non-accumulative. A maximum of five (5) vacation days may be carried over to the next fiscal year with a recommendation from the direct supervisor of an employee and final approval by the Superintendent. Vacation days carried over into the next fiscal year must be redeemed within 60 calendar days of July 1. Any carryover days not redeemed within the required timeframe will be forfeit.

The date for vacation entitlement is July 1 of each year.

When an employee resigns or is discharged for any reason, that employee shall be paid for a pro-rated number of vacation days.

Vacations shall be scheduled by agreement with the employee's supervisor. It is expected that there will be at least three (3) working days notice for all vacation requests. Vacation days may be taken in increments of one half day or one full day.

**3.350 Bereavement Leave:** Each employee shall be allowed up to five (5) days with pay in each case of the death of the employee's father, mother, brother, sister, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, step-parent, step-child, step-sibling or any person domiciled in the employee's home.

One (1) day may be granted for each "non-immediate" family bereavement and will be charged against the employee's personal illness leave.

When attending a funeral requiring travel of 300 miles or more, one way, the employee will be granted one (1) additional day which shall be charged against the employee's personal illness leave.

Days must be taken consecutively. Bereavement leave shall not accumulate from year to year.

## **6.000 RETIREMENT BENEFITS**

**6.050 Eligibility:** Members of this group are eligible to participate in the Indiana Public Retirement System (INPRS) as long as the minimum requirements under the plan are met.

**6.100 Indiana Public Retirement System:** The Board of School Trustees will pay the mandatory individual contribution to INPRS for each employee in this group.  
~~2.000~~  
~~INSURANCE~~

**2.050 Eligibility:** To be eligible for these insurance programs, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits) and be working on a full-time basis. Enrollment in any insurance benefit must occur within the first thirty (30) days of employment, during open enrollment, or at the time of a qualifying event.

**2.075 Medical Insurance:** Employees may participate in the prevailing group major medical, health and hospitalization insurance referred to as the Group Health Insurance Plan. Spouses of employees will be excluded from eligibility under the group health insurance plan if they are eligible for employer sponsored health coverage through their own employer to begin with the September 1, 2015 health insurance plan year. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. The Board will also pay the approved amount for each calendar year into a Health Savings Account for each participating employee on the first payroll for the new employee. Employees hired after July 1 may have their HSA contribution pro-rated and a contribution to their previous plan premium may be authorized by the Superintendent. See Appendix A for premiums and Board of School Trustees' contributions.

Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

**2.100 Dental Insurance:** Level E employees may participate in the dental insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.

**2.150 Vision Insurance:** Level E employees may participate in the vision insurance and the total premium will be paid by the employee. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. See Appendix B.

**2.200 Life Insurance:** Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

**2.250 Long-Term Disability Insurance:** Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

**2.300 Accidental Death and Dismemberment:** Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

### **3.000 PAID-BENEFIT DAYS**

**3.050 Eligibility:** Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

**3.100 Personal Illness Leave:**  
Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

**3.150 Family Illness Leave:** Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

**3.200 Personal Business Leave:** Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

**3.250 Holidays:** All employees assigned to work less than a 260-day, 12-month assignment are not eligible for holiday pay. All employees assigned to work a 260-day assignment will receive the following 12 paid holidays:

- Fourth of July
- Labor Day
- October Fall Break (2 days)
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (established by the Superintendent)
- New Year's Day
- Good Friday
- Memorial Day

When a holiday falls on a day when an employee would otherwise be taking a leave day (i.e., personal illness), the day will be counted as a holiday.

**3.300 Vacations:** Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

**3.350 Bereavement Leave:** Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.

## **6.000 RETIREMENT BENEFITS**

**6.050 Eligibility:** Members of this group are eligible to participate in the Indiana Public Retirement System (INPRS) as long as the minimum requirements under the plan are met.

**6.100 Indiana Public Retirement System:** The Board of School Trustees will pay the mandatory individual contribution to INPRS for each employee in this group.

INSTRUCTIONAL SUPPORT PERSONNEL, PART-TIME  
(PART-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level A benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

- A. Instructional Support Personnel (part-time) are employed for less than thirty (30) hours per week when students are present in the classroom. Instructional Support Personnel (part-time) will be scheduled to work either 5.5 hours per day, 5 days per week, or 7 hours per day, 4 days per week. The regular work week for Instructional Support Personnel (part-time) scheduled to work twenty-eight (28) hours per week is exclusive of a 30 minute lunch each day, except when an individual has obtained permission from his/her supervisor to take more than the prescribed lunch period.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days Worked</u>	<u>Hourly Wage</u>
Instructional Support Personnel	180 days*	\$10.20 - 15.81

\*Instructional Support Personnel are employed for less than 30 hours per week when students are present in the classroom.

\*One (1) day of in-service training may be required.

**Employees Hired After July 1, 2014**

Employees hired will receive the following wage based on the listed category of education:

Highly Qualified	\$10.20
Associates' Degree*	\$12.24
Bachelors' Degree or above*	\$14.28

\*The following degrees will be fully accepted: Education, Math, English/LA/Literacy, or Social Work. Degrees obtained but not listed will receive the entry level base plus \$1.00 for Associates and \$2.00 for Bachelor's.

Examples:

Jane Doe has a Bachelor's in Physical Education and will receive a base wage of \$14.28.

John Doe has a Bachelor's in Psychology and will receive a base wage of \$12.20 (\$10.20 + \$2.00). Degree must be related to work responsibilities and be approved by administration.

Additional degrees do not accumulate.

**2.250 Adjustments to Salary/Wages**

A performance incentive may be available to employees in this category.

Employees in this category with absences of 3 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

**3.400 Retirement**

Employees in this group receive Level A retirement benefits.

FOOD SERVICE ASSISTANTS  
(PART-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level A benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

A. Food service assistants are employed for less than thirty (30) hours per week as determined by the Food Service Coordinator.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days Worked*</u>	<u>Wage</u>
Food Service Assistant	182	\$10.20 - 13.55
Summer Food Service Assistant	TBD	\$10.20 - 13.55
Temporary Food Service Assistant (Grant Funded)	TBD	\$10.20 - 13.55
Cafeteria Aides	180	\$10.20

**Employees Hired After July 1, 2014**

Employees hired will receive a base wage of \$10.20.

**2.250 Adjustments to Salary/Wages**

Each employee will be paid at the regular hourly rate for each hour's attendance as determined and requested by the Director of Food Services at State-sponsored workshops and Madison Consolidated School Food Service-sponsored workshops.

A performance incentive may be available to employees in this category.

Employees in this category with absences of 3 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

Approved certifications may be compensated with an additional one-time stipend up to \$500.00.

A one-time reimbursement for slip-resistant shoes of up to \$40.00 (not including sales tax) for food service assistants will be allowed with the proper documentation provided to the administration office within the prescribed time frame.

**3.400 Retirement**

Employees in this group receive Level A retirement benefits.

SERVICE PERSONNEL, PART-TIME  
(PART-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level A benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

A. The normal work week shall be less than thirty (30) hours per week.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days worked</u>	<u>Hourly Wage</u>
9-month part-time Custodian	182	\$11.22 – 12.25

**Employees Hired After July 1, 2014**

Employees hired in this category will receive the following wage based on the listed certification/education level:

<u>Assignment</u>	<u>Days Worked</u>	<u>Hourly Wage</u>
Entry Level (no certifications)	182	\$11.22
Experienced (with certifications)	182	\$12.24
2 <sup>nd</sup> & 3 <sup>rd</sup> Shift Differential		\$.50

**2.250 Adjustments to Salary/Wages**

A performance incentive may be available to employees in this category.

Employees in this category with absences of 3 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

**3.400 Retirement**

Employees in this group receive Level A retirement benefits.

TRANSPORTATION PERSONNEL  
(PART-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level A.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

A. Transportation personnel are employed for less than thirty (30) hours per week as determined by the Transportation Coordinator.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days</u>	<u>Wage</u>
CDL W/S Endorsement- driving	182	\$86.00 – 105.42 per day
CDL W/S Endorsement – aide	182	\$44.62– 55.04 per day
Drivers driving 3.0 to less than 4 hours for regular routes per day	182	\$2.00 additional per day
Drivers driving 4 hours or more for regular routes per day	182	\$3.00 additional per day
Mid-Day Routes		
Drivers		\$32
Aides		\$16
Versailles Route		\$48
Field Trips		\$11 per hour
Bus Driver Trainer		\$11 per hour
Bus Driver in Training		\$11 per hour

**Employees Hired After July 1, 2014**

Employees hired in this category will receive the following wage based on the listed certification/education level:

<u>Assignment</u>	<u>Days</u>	<u>Wage</u>
CDL W/S Endorsement- driving	182	\$80.48 per day
CDL W/S Endorsement – aide	182	\$45.84 per day
Drivers driving 3.0 to less than 4 hours for regular routes per day	182	\$2.00 additional per day
Drivers driving 4 hours or more hours for regular routes per day	182	\$3.00 additional per day

**2.250 Adjustments to Salary/Wages**

A performance incentive may be available to employees in this category.

Employees in this category with absences of 3 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

Required CDL physicals will be paid by the Board of School Trustees for existing employees using First Stop Urgent Care (311 Clifty Drive, Madison). Physicals must be approved by the Transportation Coordinator.

**3.400 Retirement**

Employees in this group receive Level A retirement benefits.

BUILDING CLERICAL PERSONNEL  
(FULL-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level B benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day and Work Week**

- A. The regular work week for clerical employees is 40 hours per week, exclusive of a 30 minute lunch each day, except when an individual has obtained permission from his/her supervisor to take more than the prescribed lunch period. Daily starting and ending times may vary according to assignment.

**2.100 Salary/Wage Schedule**

<u>Days Worked</u>	<u>Assignment</u>	<u>Wage</u>
209	High School Guidance Clerk	\$15.93
199	High School Principal's Office Clerk	\$16.83
184	High School Attendance Office Clerk	\$16.83
220	High School Bookkeeper	\$15.91
196	Junior High Principal's Office Clerk	\$15.86
196	Junior High Attendance Office Clerk	\$14.35
210	Junior High Bookkeeper	\$13.26
196	Junior High Receptionist	\$13.87
196	Elementary Office Clerk – Lydia Middleton	\$15.01
196	Elementary Office Clerk – Deputy	\$16.30
196	Elementary Office Clerk – Rykers' Ridge	\$14.32
196	Elementary Office Receptionist – E.O. Muncie	\$15.12
196	Special Education Clerk	\$16.68
196	Special Education Clerk – Records	\$14.86
260	MCEDC Clerk	\$12.52

**Employees Hired After July 1, 2014**

Employees hired will receive the following wage based on the listed category of education:

Entry Level	\$12.24
Associates' Degree*	\$13.26
Bachelors' Degree* or above	\$14.28

\*The following degrees will be fully accepted: Business, Management, Administration, Accounting, Data Management, Project Management. Degrees obtained but not listed will receive the entry level base plus \$0.50 for Associates and \$1.00 for Bachelor's.

Examples:

Jane Doe has a Bachelor's in Accounting and will receive a base wage of \$14.28.

John Doe has a Bachelor's in Psychology and will receive a base wage of \$13.24 (\$12.24 + \$1.00).

**2.250 Adjustments to Salary/Wages**

A performance incentive may be available to employees in this category.

Employees in this category with absences of 5 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Approved certifications may be compensated with an additional one-time stipend up to \$500.00.

Incentives and stipends will be approved by the board annually.

**3.400 Retirement**

Employees in this group receive Level B retirement benefits.

FOOD SERVICE SUPERVISORS  
(FULL-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in the group receive Level B benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

A. The regular work week is 40 hours, exclusive of a 30 minute lunch each day, except when an individual has obtained permission from his/her supervisor to take more than the prescribed lunch period. Daily starting and ending times may vary according to building assignments. The individual work and lunch schedules shall be developed and approved by the Building Principal.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days Worked</u>	<u>Wage</u>
Food Service Supervisor	182	\$13.77 – 15.82
Summer Food Service Supervisor	TBD	\$13.77 – 15.82
Food Service Assistant Supervisor	182	\$11.22 – 13.50

**Employees Hired After July 1, 2014**

Employees hired in this category will receive a base wage of \$12.24 for Supervisors and \$11.22 for Assistant Supervisors.

**2.250 Adjustments to Salary/Wages**

A performance incentive may be available to employees in this category.

Employees in this category with absences of 5 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

A one-time reimbursement for slip-resistant shoes of up to \$40.00 (not including sales tax) for food service supervisors will be allowed with the proper documentation provided to the administration office within the prescribed time frame.

**3.400 Retirement**

Employees in this group receive Level B retirement benefits.

MAINTENANCE PERSONNEL AND TRANSPORTATION MECHANICS  
(FULL-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level B benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

- A. The normal work week shall be forty (40) hours per week. Each full-time employee shall work an eight (8) hour work day, exclusive of a lunch period. The lunch period will be a 30 minute period each day, except when an individual has obtained permission from his/her supervisor to take more than the prescribed lunch period.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days Worked</u>	<u>Hourly Wage</u>
Maintenance Technician	260	\$15.82 – 21.61
Transportation Mechanics	260	\$20.20 – 21.00

**Employees Hired After July 1, 2014**

Employees hired in this category will receive the following wage based on the listed certification/education level:

<u>Assignment</u>	<u>Days Worked</u>	<u>Hourly Wage</u>
Entry Level (no certifications)	260	\$12.24
Experienced Maintenance w/ CDL	260	\$15.30
Certified Carpenter	260	\$14.28
Certified Plumber	260	\$15.30
Certified Electrician	260	\$16.32
Certified HVAC/Energy	260	\$18.36
Two or more certifications	260	\$20.40
Entry Level (no certifications)	260	\$12.75
Experienced mechanic with CDL W/S Endorsement	260	\$18.36
Experienced mechanic with approved certifications		\$20.40

HVAC Technical Certificate \$ .50

To secure experience in certain crafts or trades, the Superintendent has been given the authority by the Board of School Trustees to start a new employee at a salary rate in keeping with his/her experience.

**2.250 Adjustments to Salary/Wage**

- A. Each employee will have available a clean uniform each working day. The Board of School Trustees will pay the entire cost of such uniforms less \$1.00 provided the employee regularly turns in soiled uniforms for cleaning.
- B. Direct job-related training courses may be paid in full by the corporation provided the course(s) enhance the position of the employee and are beneficial to the corporation. The course must be pre-approved by the administration.
- C. The corporation will reimburse annually up to \$50 per employee for protective footwear for those employees who wish to participate. The employee will bring in a receipt for reimbursement.
- D. Maintenance employees may be required to work extra hours during periods when emergency conditions exist. Such periods may include as a way of example, a plumbing, heating, air conditioning, or an electrical emergency which would hinder the resumption of school or which could cause significant damage to buildings or property if left unattended. Such emergency conditions shall be determined by the Director of Quality Systems and Operations.

A performance incentive may be available to employees in this category.

Employees in this category with absences of 5 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

#### **3.400 Retirement**

Employees in this group receive Level B retirement benefits.

SERVICE PERSONNEL, FULL-TIME, AND SCHOOL RESOURCE OFFICER  
(FULL-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level B benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

- A. The normal work week shall be forty (40) hours per week for all employees classified as full time. Each full-time employee shall work an eight (8) hour work day, not counting his/her lunch period. The lunch period will be a 30 minute period, except when an individual has obtained permission from the Building Principal and the Director of Support Services to take more than the prescribed lunch period.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days worked</u>	<u>Hourly Wage</u>
12-month full-time Custodian	260	\$12.45 – 14.55
Head Custodian	260	\$13.95 – 16.73

**Employees Hired After July 1, 2014**

Employees hired in this category will receive the following wage based on the listed certification/education level:

<u>Assignment</u>	<u>Days Worked</u>	<u>Hourly Wage</u>
Entry Level (no certifications)	182	\$11.22
Experienced with certifications	260	\$12.24
Experienced Head Custodian	260	\$13.77
2 <sup>nd</sup> or 3 <sup>rd</sup> Shift Assignments		\$.50 additional per hour

<u>Assignment</u>	<u>Days Worked</u>	<u>Annual Wage</u>
School Resource Officer	TBD	\$41,718

**2.250 Adjustments to Salary/Wages**

A performance incentive may be available to employees in this category.

Employees in this category with absences of 5 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

**3.400 Retirement**

Employees in this group receive Level B retirement benefits.

INSTRUCTIONAL SUPPORT PERSONNEL, FULL-TIME  
(FULL-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level B benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

- A. The normal work week shall be thirty-seven and one half (37.5) hours per week, exclusive of a 30 minute duty-free lunch break, or thirty (30) hours\* per week. Each full-time employee shall work a seven and one half (7.5) hour work day, not counting his/her lunch period. The lunch period will be a 30 minute period, except when an individual has obtained permission from the Building Principal and the Director of Support Services to take more than the prescribed lunch period, or when the employee's assignment necessitates the employee eat with the student(s).  
\*Employees assigned to work thirty (30) hours per week will not have a scheduled lunch period.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days worked</u>	<u>Hourly Wage</u>
Visual Impaired Specialist	181	\$11.62
Orthopedic Specialists	181	\$10.20 – 14.98
Early Childhood Specialists	205	\$10.20 – 15.94
Virtual Lab Leaders	182	\$13.44 – 13.60
Learning Commons Leaders	184	\$13.11 – 13.95
Learning Commons Team Leader	148*	\$18.90
Intense Intervention Specialists	181	\$10.20 – 14.28
Hearing Impaired Specialist	181	\$19.96
<b>Intense Therapeutic Behavior Specialist</b>	<b>181</b>	<b>\$16.00</b>

Employees Hired After July 1, 2014

Employees hired will receive the following wage based on the listed category of education:

Highly Qualified	\$10.20
Associates' Degree*	\$12.24
Bachelors' Degree or above*	\$14.28

\*The following degrees will be fully accepted: Education, Math, English/LA/Literacy, or Social Work. Degrees obtained but not listed will receive the entry level base plus \$1.00 for Associates and \$2.00 for Bachelor's or above.

Examples:

Jane Doe has a Bachelor's in Physical Education and will receive a base wage of \$14.28.

John Doe has a Bachelor's in Psychology and will receive a base wage of \$12.20 (\$10.20 + \$2.00).

Additional compensation may be granted with approval from the superintendent for additional certifications and/or experience.

**2.250 Adjustments to Salary/Wages**

A performance incentive may be available to employees in this category. Employees in this category with absences of 5 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

**3.400 Retirement**

Employees in this group receive Level B retirement benefits.

STUDENT SERVICES PERSONNEL  
(FULL-TIME, NON-EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level B benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

- A. The normal work week shall be forty (40) hours per week. Each full-time employee shall work an eight (8) hour work day, exclusive of a thirty (30) minute lunch period, except when the individual has obtained permission from his/her supervisor to take more than the prescribed lunch period. The individual work and lunch schedules shall be developed and approved by the employee's supervisor.  
\*The work week will be thirty-seven and one-half (37.5) hours for these positions.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days worked</u>	<u>Hourly Wage</u>
At-Risk Counselor, Lydia Middleton	185	\$30.44
At-Risk Counselor, E.O. Muncie	185	\$36.54
At-Risk Counselor, Rykers' Ridge & Deputy	185	\$28.27
At-Risk Counselor, MJHS	185	\$33.25
At-Risk Counselor, MCHS	185	\$28.68
Head School Nurse (RN) Lydia Middleton	200	\$23.97
School Nurses	190	\$17.23 – 19.00
*Special Education Nurse, E.O. Muncie	181	\$17.23

**2.250 Adjustments to Salary/Wages**

A reimbursement for lab coats, scrubs, and shoes for school nurses per school year will be allowed with the proper documentation purchased at vendors designated by the Superintendent as follows:

1<sup>st</sup> School year of employment: \$150.\*

A performance incentive may be available to employees in this category.

Employees in this category with absences of 5 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

**3.400 Retirement**

Employees in this group receive Level B retirement benefits.

PROFESSIONAL PERSONNEL, NON-CERTIFIED  
(FULL-TIME, EXEMPT)

**1.000 BENEFITS**

Employees in the group receive Level B benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

- A. The normal work week shall be forty (40) hours per week. Each full-time employee shall work an eight (8) hour work day, exclusive of a thirty (30) minute lunch period, except when an individual has obtained permission from his/her supervisor to take more than the prescribed lunch period. The individual work and lunch schedules shall be developed and approved by the employee's supervisor.

**2.100 Salary/Wage Schedule**

<u>Assignment</u>	<u>Days Worked</u>	<u>Salary</u>
Communications Coordinator	220	\$53,712
Transportation Coordinator	260	\$41,820
Transportation Assistant Coordinator	195	\$26,384
Nutrition & Wellness Coordinator	235	\$55,000
Nutrition & Wellness Assistant Coordinator	210	\$34,553

<u>Assignment</u>	<u>Days Worked</u>	<u>Salary</u>
Superintendent Executive Assistant	260	\$43,936
Treasurer	260	\$39,216
Deputy Treasurer	260	\$34,963
Receptionist/Human Resource Assistant	260	\$28,000
Human Resource/Benefits Specialist	260	\$33,000
Accounting and Compliance Clerk	260	\$32,000
Data Management Specialist	220	\$34,683

**2.250 Adjustments to Salary/Wages**

A performance incentive may be available to employees in this category.

Employees in this category with absences of 5 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

**3.400 Retirement**

Employees in this group receive Level B retirement benefits.

PROFESSIONAL PERSONNEL, CERTIFIED  
(FULL-TIME, EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level C benefits.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, and Work Week**

- A. The normal work week shall be forty (40) hours per week. Each full-time employee shall work an eight (8) hour work day. The individual's work and lunch schedules shall be developed and approved by the employee's supervisor.

**2.100 Salary/Wage Schedule**

<u>ASSIGNMENT</u>	<u>DAYS WORKED</u>	<u>SALARY</u>
Athletic Director	220	\$80,000
Assistant Athletic Director	195	\$41,500
Early Childhood Dev. Ctr. Coordinator	205	\$65,440
eLearning Coordinator	230	\$72,726
Media Coordinator	200	\$58,140

**2.250 Adjustments to Salary/Wages**

A performance incentive may be available to employees in this category.

Employees in this category with absences of 5 or fewer days may be eligible for an attendance stipend. Professional development, jury duty, or active military duty leave are not included as absences.

Incentives and stipends will be approved by the board annually.

**3.000 RETIREMENT BENEFITS**

**3.400 Retirement**

Employees in this group receive Level C retirement benefits.

ADMINISTRATORS  
(FULL-TIME, EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level D benefits.

**2.000 COMPENSATION**

**2.100 Salary/Wage Schedule**

<u>ASSIGNMENT</u>	<u>DAYS WORKED</u>	<u>SALARY</u>
Director of Learning and Title Programs	260	\$94,028
Director of Finance and Human Resources	260	\$94,028
Director of Quality Systems and Operations	260	\$94,028
Director of Special Education	260	\$94,028
Elementary Principal – E.O. Muncie	205	\$83,440
Elementary Principal – Lydia Middleton	205	\$83,212
Elementary Principal – Rykers' Ridge	205	\$78,144
Elementary Principal & Interventionist– Deputy	205	\$71,799
Junior High School Principal	215	\$92,514
Junior High School Assistant Principal	205	\$76,500
Junior High School Assistant Principal	205	\$75,000
High School Principal	225	\$90,000
High School Assistant Principal	205	\$80,119
High School Assistant Principal	205	\$80,119
Alternative Programming Specialist	205	\$69,707
Alumni Relations & Community Outreach Coordinator	205	\$88,900

**2.251 Adjustments to Salary/Wages**

- A. A performance incentive may be available for effective and highly effective overall ratings received on performance evaluations.
- B. Legal Counsel  
In connection with any suit against an administrator arising out of the performance of his/her duties or employment with the Board, if the action of the administrator was taken in good faith and was not the result of malfeasance by the administrator in office of employment, the Board shall defend such suit and pay the legal fees and court costs in connection therewith.
- C. Personal Property Damage  
In case of damages to an administrator's clothing, glasses, contact lenses, or watch, resulting from (1) an accident suffered by an administrator while performing his/her duties or; (2) an assault and battery on an administrator while performing his/her duty, the Board, upon receiving evidence of such damages, agrees to compensate the administrator for damages to the enumerated property above provided the following conditions are met:

1. At the time of the damage to the administrator's property listed above, the administrator was in the performance of his/her duties in a reasonable manner.
2. Costs for these items are not recovered by other action of law by the administrator; in which case, no payment will be made by the Board.

### **3.000 RETIREMENT BENEFITS**

#### **3.400 Retirement**

Employees in this group receive Level D retirement benefits.

#### **3.500 401(a) Benefits**

A. Eligibility

All administrators are eligible for the benefits described in this section.

B. Benefits

The Board will match up to 3% of the administrator's salary for any contributions made to an employee's own qualified retirement plan. Administrators will be vested immediately.

SUPERINTENDENT  
(FULL-TIME, EXEMPT)

**1.000 BENEFITS**

Employees in this group receive Level E benefits.

**2.000 COMPENSATION**

**2.100 Salary/Wage Schedule**

<u>ASSIGNMENT</u>	<u>DAYS WORKED</u>	<u>SALARY</u>
Superintendent	260	<del>\$TBD</del> <u>\$130,000</u>

**2.252 Adjustments to Salary/Wages**

- A. A performance incentive may be available for effective and highly effective overall ratings received on performance evaluations.
- B. Legal Counsel  
In connection with any suit against an administrator arising out of the performance of his/her duties or employment with the Board, if the action of the administrator was taken in good faith and was not the result of malfeasance by the administrator in office of employment, the Board shall defend such suit and pay the legal fees and court costs in connection therewith.
- C. Personal Property Damage  
In case of damages to an administrator's clothing, glasses, contact lenses, or watch, resulting from (1) an accident suffered by an administrator while performing his/her duties or; (2) an assault and battery on an administrator while performing his/her duty, the Board, upon receiving evidence of such damages, agrees to compensate the administrator for damages to the enumerated property above provided the following conditions are met:
  - 1. At the time of the damage to the administrator's property listed above, the administrator was in the performance of his/her duties in a reasonable manner.
  - 2. Costs for these items are not recovered by other action of law by the administrator; in which case, no payment will be made by the Board.

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**3.000 RETIREMENT BENEFITS**

**3.400 Retirement**

Employees in this group receive Level E retirement benefits.

**3.500 401(a) Benefits**

- A. Eligibility  
All administrators are eligible for the benefits described in this section.
- B. Benefits

**2.251** The Board will match up to 3% of the administrator's salary for any contributions made to an employee's own qualified retirement plan. Administrators will be vested immediately. **Adjustments to Salary/Wages**

~~A. Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.~~

~~**3.000 RETIREMENT BENEFITS**~~

~~**3.400 Retirement**~~

~~Employees in this group receive Level E retirement benefits.~~

~~**3.500 401(a) Benefits**~~

~~A. Eligibility~~

~~Please see Superintendent's Contract available at [www.madison.k12.in.us](http://www.madison.k12.in.us) for additional benefit information.~~

OTHER EMPLOYEES

**1.000 BENEFITS**

There are no benefits available for employees in this employee group.

**2.000 COMPENSATION**

**2.100 Salary/Wage Schedule**

**Class 1** -All rates are per hour.

<u>Assignment</u>	<u>Rate</u>
Bus Driver Trainee	\$11.00
Substitute Bus Driver	\$16.00
Substitute Field Trip Bus Driver	\$13.00
Substitute Bus Aide	\$10.00
Substitute Instructional Support Personnel	
High School Diploma	\$10.00
Associates	\$11.33
Bachelors	\$12.67
Substitute Service Personnel	\$10.00
Substitute Food Service Assistant	\$9.00
Substitute Nurse	\$15.00
Instructional Personnel or Professional Personnel <sup>1</sup>	
requiring a Bachelor's Degree or Teaching License	\$25.00
Substitute Instructional Personnel or Professional Personnel	
requiring a Bachelor's Degree or Teaching License	\$12.67
Aquatics Personnel	\$20.00
Driver's Education Instructor	\$26.00
Driver's Education ISP	\$14.00
Dance Instructor	\$15.30
Paper Grader for Labs-Certified	\$25.00
Substitute Other Non-Certified	\$10.00
Student Workers	Established minimum wage
*Interventionists-Retired Teachers <sup>1</sup>	\$25.00
Substitutes	\$12.67
Long-term Substitutes (15 or more consecutive days)	\$25.00
*Other positions	various
Training Rates for Hourly Employees	\$8.00
Seasonal Grounds and Maintenance	\$10.00
Summer Workers	Established Hourly Rate
Early Childhood Summer Care Personnel	Established Hourly Rate
Extra Bus Driver and Bus Aide Hours	\$8.00
Seasonal Clerk/Data Entry	\$10.00
Seasonal Athletics Groundskeeper	\$12.00

<sup>1</sup> Employees may be eligible for Board-approved stipends and/or other incentives.

\*Grant funded positions will be paid a rate appropriate for the position and experience. Grant funded positions are not permanent positions and may be terminated upon conclusion of grant.

**Class 2** – All rates are per day.

Assignment

Substitute Teachers	Rate
High School Diploma with valid substitute certificate	\$65.00
Associates Degree or 60+ college credit hours with valid substitute certificate	\$85.00
Bachelor's Degree with valid substitute certificate or Valid Indiana State Teacher License	\$95.00

Madison Consolidated Schools must have an official transcript on file verifying completion of a baccalaureate degree or a valid Indiana Teacher's License to be eligible to receive this higher rate of pay. Also on file must be a valid substitute teacher certificate or a valid Indiana state teaching license.

APPENDIX A – MEDICAL INSURANCE PREMIUMS

PLAN	PARTICIPANT	2017 DEDUCTIBLE IN NETWORK	2018 DEDUCTIBLE IN NETWORK	H.S.A. CONTRIBUTION	17-18 MONTHLY PREMIUM	MONTHLY BOARD SHARE PREMIUM	MONTHLY EMPLOYEE SHARE PREMIUM	EMPLOYEE PREMIUM PER 24 PAYS	EMPLOYEE PREMIUM PER 18 PAYS	BOARD PREMIUM PER 24 PAYS	BOARD PREMIUM PER 18 PAYS	QUARTERLY H.S.A. DEPOSIT
PPO 1	1 MEMBER	750	750	-	1,035.00	250.00	785.00	392.50	523.33	125.00	166.67	-
PPO 1	2 MEMBER + CHILD	1,500	1,500	-	1,612.00	250.00	1,362.00	681.00	908.00	125.00	166.67	-
PPO 1	3 MEMBER + SPOUSE	1,500	1,500	-	2,112.00	250.00	1,862.00	931.00	1,241.33	125.00	166.67	-
PPO 1	4 MEMBER + FAMILY	1,500	1,500	-	2,692.00	250.00	2,442.00	1,221.00	1,628.00	125.00	166.67	-
PPO 1	5 MARRIED MEMBER + SPOUSE*	1,500	1,500	-	2,112.00	250.00	1,862.00	931.00	1,241.33	125.00	166.67	-
PPO 1	6 MARRIED MEMBER + FAMILY**	1,500	1,500	-	2,692.00	250.00	2,442.00	1,221.00	1,628.00	125.00	166.67	-
PPO 2	1 MEMBER	1,500	1,500	-	795.00	250.00	545.00	272.50	363.33	125.00	166.67	-
PPO 2	2 MEMBER + CHILD	3,000	3,000	-	1,297.00	250.00	1,047.00	523.50	698.00	125.00	166.67	-
PPO 2	3 MEMBER + SPOUSE	3,000	3,000	-	1,701.00	250.00	1,451.00	725.50	967.33	125.00	166.67	-
PPO 2	4 MEMBER + FAMILY	3,000	3,000	-	2,162.00	250.00	1,912.00	956.00	1,274.67	125.00	166.67	-
PPO 2	5 MARRIED MEMBER + SPOUSE*	3,000	3,000	-	1,701.00	250.00	1,451.00	725.50	967.33	125.00	166.67	-
PPO 2	6 MARRIED MEMBER + FAMILY**	3,000	3,000	-	2,162.00	250.00	1,912.00	956.00	1,274.67	125.00	166.67	-
HDHP 1	1 MEMBER	3,350	3,400	2,000.00	692.00	461.67	231.00	115.17	153.56	230.83	307.78	500.00
HDHP 1	2 MEMBER + CHILD	6,650	6,750	2,000.00	1,131.00	747.83	384.00	191.58	255.44	373.92	498.56	500.00
HDHP 1	3 MEMBER + SPOUSE	6,650	6,750	1,000.00	1,483.00	975.50	508.00	253.75	338.33	487.75	650.33	250.00
HDHP 1	4 MEMBER + FAMILY	6,650	6,750	1,500.00	1,884.00	1,241.00	643.00	321.50	428.67	620.50	827.33	375.00
HDHP 1	5 MARRIED MEMBER + SPOUSE*	6,650	6,750	1,500.00	1,483.00	975.50	508.00	253.75	338.33	487.75	650.33	375.00
HDHP 1	6 MARRIED MEMBER + FAMILY**	6,650	6,750	2,200.00	1,884.00	1,241.00	643.00	321.50	428.67	620.50	827.33	550.00
HDHP 2	1 MEMBER**	5,000	6,000	2,200.00	577.00	482.08	95.00	47.46	63.28	241.04	321.39	550.00
HDHP 2	2 MEMBER + CHILD	10,000	12,000	3,200.00	944.00	620.50	324.00	161.75	215.67	310.25	413.67	800.00
HDHP 2	3 MEMBER + SPOUSE	10,000	12,000	2,400.00	1,238.00	817.17	421.00	210.42	280.56	408.58	544.78	600.00
HDHP 2	4 MEMBER + FAMILY	10,000	12,000	3,400.00	1,570.00	1,034.00	536.00	268.00	357.33	517.00	689.33	850.00
HDHP 2	5 MARRIED MEMBER + SPOUSE*	10,000	12,000	3,000.00	1,238.00	817.17	421.00	210.42	280.56	408.58	544.78	750.00
HDHP 2	6 MARRIED MEMBER + FAMILY**	10,000	12,000	4,100.00	1,570.00	1,034.00	536.00	268.00	357.33	517.00	689.33	1,025.00

\*Two full-time MCS employees

\*\*ACA compliant affordable plan

APPENDIX B – DENTAL AND VISION INSURANCE PREMIUMS

<b>DENTAL</b>			
<b>PLAN</b>	<b>MONTHLY PREMIUM</b>	<b>24 PAY</b>	<b>18 PAY</b>
SINGLE	44.25	22.13	29.50
EMPLOYEE+SPOUSE	110.37	55.19	73.58
EMPLOYEE+CHILDREN	91.28	45.64	60.85
FAMILY	144.75	72.38	96.50

<b>VISION</b>			
<b>PLAN</b>	<b>MONTHLY PREMIUM</b>	<b>24 PAY</b>	<b>18 PAY</b>
SINGLE	12.50	6.25	8.33
EMPLOYEE+SPOUSE	21.90	10.95	14.60
EMPLOYEE+CHILDREN	23.76	11.88	15.84
FAMILY	36.28	18.14	24.19

APPENDIX C – BENEFITS SUMMARY

Benefit	Level A Less than 260 Day Employee	Level A 260 Day Employee	Level B Less than 260 Day Employee	Level B 260 Day Employee	Level C Less than 260 Day Employee	Level C 260 Day Employee	Level D Less than 260 Day Employee	Level D 260 Day Employee
Medical	No	N/A	Yes	Yes	Yes	N/A	Yes	Yes
Dental	Yes	N/A	Yes	Yes	Yes	N/A	Yes	Yes
Vision	Yes	N/A	Yes	Yes	Yes	N/A	Yes	Yes
Life Insurance	Yes	N/A	Yes	Yes	Yes	N/A	Yes	Yes
Long-Term Disability Insurance	Yes	N/A	Yes	Yes	Yes	N/A	Yes	Yes
Accidental Death & Dismemberment Insurance	Yes	N/A	Yes	Yes	Yes	N/A	Yes	Yes
Personal Illness Leave	3	N/A	5	6	14	N/A	14	14
Personal Business Leave	2	N/A	2	2	4 (included in personal illness leave days)	N/A	4 (included in personal illness leave days)	4 (included in personal illness leave days)
Family Illness Leave	Yes	N/A	Yes	Yes	Yes	N/A	Yes	Yes
Holidays	0	N/A	0	12	0	N/A	0	12
Vacations	0	N/A	0	0 - 20	0	N/A	0	20
Bereavement Leave	5	N/A	0-5	0 - 5	0 - 5	N/A	0 - 5	0 - 5
PERF/TRF - those qualifying	Yes	N/A	Yes	Yes	Yes	N/A	Yes	Yes

APPENDIX D – HAZARDOUS WORK DAY SCHEDULE

Ginger Studebaker-Bolinger, Ph.D.  
Superintendent



2421 Wilson Avenue  
Madison, IN 47250  
Phone: 812-274-8001

**Inclement Weather and eLearning Employee Schedules**

Position	Scheduled eLearning Day	Inclement Weather eLearning Day	Snow Day- School Cancelled	Snow Delay	Snow Make Up Day (eLearning)	In School Snow Make Up Day	County Emergency
Instructional Support Personnel	Yes	No	No	Delayed Time	No	Yes	Follow Emergency Service Instructions by Local Authorities
Food Service Assistants	Yes	No	No	Regular Time	No	Yes	Follow Emergency Service Instructions by Local Authorities
Service Personnel (part-time)	Yes	As Instructed by Supervisor	No	Regular Time	No	Yes	Follow Emergency Service Instructions by Local Authorities
Transportation Personnel	Yes	No	No	Delayed Time	No	Yes	Follow Emergency Service Instructions by Local Authorities

Position	Scheduled eLearning Day	Inclement Weather eLearning Day	Snow Day-School Cancelled	Snow Delay	Snow Make Up Day (eLearning)	In School Snow Make Up Day	County Emergency
Building Clerical Personnel	Yes	No	No	Regular Time	No	Yes	Follow Emergency Service Instructions by Local Authorities
Food Service Supervisors	Yes	No	No	Regular Time	No	Yes	Follow Emergency Service Instructions by Local Authorities
Maintenance & Transportation Mechanics	Yes	Yes	Yes	Regular Time	Yes	Yes	Follow Emergency Service Instructions by Local Authorities
Service Personnel (full-time)	Yes	Yes	Yes	Regular Time	Yes	Yes	Follow Emergency Service Instructions by Local Authorities
Instructional Support Personnel (full-time)	Yes	No	No	Delayed Time	No	Yes	Follow Emergency Service Instructions by Local Authorities
Learning Commons Leaders	Yes	No	No	Delayed Time	No	Yes	Follow Emergency Service Instructions by Local Authorities

Position	Scheduled eLearning Day	Inclement Weather eLearning Day	Snow Day-School Cancelled	Snow Delay	Snow Make Up Day (eLearning)	In School Snow Make Up Day	County Emergency
District Clerical Personnel	Yes	Yes	Yes	Regular Time	Yes	Yes	Follow Emergency Service Instructions by Local Authorities
District Coordinators	Yes	Yes	No-Less Than 260 Day Employees  Yes-260 Day Employees	Regular Time	Yes	Yes	Follow Emergency Service Instructions by Local Authorities
Athletic Directors, Curriculum Integration Specialist	Yes	Yes	No	Regular Time	Yes	Yes	Follow Emergency Service Instructions by Local Authorities
At-Risk Counselors, Nurses	Yes	No	No	Regular Time	No	Yes	Follow Emergency Service Instructions by Local Authorities
District Administrators/ Directors	Yes	Yes	Yes	Regular Time	Yes	Yes	Follow Emergency Service Instructions by Local Authorities
Position	Scheduled eLearning Day	Inclement Weather	Snow Day-School Cancelled	Snow Delay	Snow Make Up	In School Snow	County Emergency

		eLearning Day			Day (eLearning)	Make Up Day	
Teachers, Instructional Coaches	Yes	From Home	No	Delayed Time	From Home	Yes	Follow Emergency Service Instructions by Local Authorities
Principals/Assistant Principals	Yes	Yes	No	Regular Time	Yes	Yes	Follow Emergency Service Instructions by Local Authorities
Interventionists	Yes	No	No	See Title I Compliance Coaches for Schedule	See Title I Compliance Coaches for Schedule	Yes	Follow Emergency Service Instructions by Local Authorities
School Resource Officers	Yes	No	No	Regular Time	No	Yes	Follow Emergency Service Instructions by Local Authorities
Other Employees	See Supervisor	See Supervisor	See Supervisor	See Supervisor	See Supervisor	See Supervisor	Follow Emergency Service Instructions by Local Authorities

## **Inclement Weather/eLearning Day Information:**

### **Scheduled eLearning Days:**

On regularly scheduled eLearning days, students will have the opportunity to use technology to complete assignments prepared ahead of time by their teachers and are posted for them to accomplish over the course of the eLearning day. Students have the opportunity to work on those assignments away from campus, at their regular school or at a local, designated church facility.

### **Inclement Weather eLearning Days:**

Inclement Weather eLearning Days will be utilized by MCS when weather conditions are not suitable for the school to operate as normal. Teachers and students will work from home on these days and student assignments will be posted by their teachers. Schools will not be open for students to utilize on these days, however, some employees will be required to report to their buildings as normal.

### **Snow Days:**

Due to weather, all MCS school buildings (MCHS, MJHS, Rykers, Lydia, Deputy, EOM) will be closed. No students or teachers will report on these days. School delay/closing information can be found on WORX, WIKI, WKKG, WMPI, WKID-Vevay, FOX 41, WLKY 32, WHAS 11, and WAVE 3. Additionally, all employees and parents will receive a message from the school district's alert calling system. A decision to cancel will be made by 8:00 a.m.

### **Snow Delay:**

Due to weather, MCS will run on a delayed start schedule. Please follow the 1 hour delay, or 2 hour delay schedules for each school.

School delay information can be found on WORX, WIKI, WKKG, WMPI, WKID-Vevay, FOX 41, WLKY 32, WHAS 11, and WAVE 3. Additionally, all employees and parents will receive a message from the school district's alert calling system. If there is to be a delay, a decision will try to be made by 6:00 a.m.

**County Emergency:** The current weather conditions are, potentially, not suitable for travel. Please follow local authorities' instructions.

**We recognize that severe weather conditions can hamper the arrival time of employees. Please use caution when emergency conditions exist. If you are unsure of your work schedule or for more information, please contact your building principal or supervisor.**