

ADMINISTRATIVE SUPPORT PERSONNEL
WAGE AND BENEFIT INFORMATION



JULY 1, 2009 – JUNE 30, 2010

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ARTICLE I

Administrative Support Personnel Classifications

Job Title	Program
Administrative Coordinator	MCEC
Administrative Supervisor	MCEC
Administrative Support Coordinator	MCEC
Assessment Specialist	Instruction Office
Assistant Instructors	Career Tech
Assistant Program Director (21 st Century)	MCEC
At-Risk Student Specialist	Comp. Ed.
At-Risk Student/Family Specialist	Comp. Ed.
Attendance Specialist	Comp. Ed.
Auto Body Assistant	Career Tech
Career Specialist Coordinator	MCEC
Certified Occupational Therapy Assistant (COTA)	Special Ed.
Child Care Coordinator	MCEC
Collections Manager & Assistant Curator	MMA
Computer Specialist	Technology Adm. Bldg
Construction Trades Assistant	Career Tech
Crisis Intervention Support	Special Ed.
Curator of Education	MMA
CNE Supervisor	Technology Adm. Bldg.
Early Childhood Education Coordinator	MCEC
Food Management	Career Tech
Head Start Administrative Specialist	MCEC
Head Start Supervisor	Head Start
Head Start Support Services	Head Start
Instructional Support Coordinator	MCEC

Job Title	Program
Interpreter – Hearing Impaired	Special Ed.
JROTC Instructor	Comp Ed.
Klick Coordinator	Comp. Ed.
Lead Advocate	Comp. Ed.
Marketing and Communications Coordinator	MCEC
Network Technician	Technology Adm. Bldg.
Physical Therapy Assistant (PTA)	Special Ed.
Registered Nurse	Special Ed/Alternative
Restorative Justice	Comp. Ed.
Secondary Program Supervisor (21 st Century	MCEC
Senior Curator/Director of Exhibitions and Collections	MMA
Share Time Instructor	MCEC
Student Specialist	MCEC
Student Services Coordinator	MCEC
Support Service Coordinator	MCEC
Technology Assistant	Technology Adm. Bldg.
Training Coordinator	MCEC
Twenty First Century Assistant Director	MCEC
Twenty First Century Secondary Program Supervisor	MCEC
Unix Internet	Technology Adm. Bldg.
Vocational Instructors (non-cert)	MCEC
Work First Coordinator	MCEC
Youth Support Coordinator	MCEC

ARTICLE II

Qualifications

Qualifications will be determined by individual job description and approved by Assistant Superintendent of Human Resources. Step placement on the Salary Schedule will be determined by the Assistant Superintendent of Human Resources or designee, after consideration of related job experience. For most positions a four-year degree is preferred.

Level

- EL Entry Level – 60 semester hours of college OR completion of a state approved skills test and/or experience in a related job.
- AD Associate's Degree – Two-year degree including related college course work.
- BD Bachelor's Degree – Four-year degree including related college course work.
- MD Master's Degree

(See Appendix A)

ARTICLE III

Sick Leave

3.1 Definition of terms for purpose at hand

- "Immediate Family" - shall include father, mother, husband, wife, child, step-child, sister, brother, step-sibling, parent-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and any person in lieu of parents.
- "Per diem basis" - shall be the amount obtained by dividing the contractual salary by the number of days to be employed, as indicated on the contract or notice of employment.

3.2 Sick Leave (Personal Illness)

- A. During the first year of employment, full time employees shall be allowed sick leave, (for personal illness), at the rate of one (1) day per month of employment or major fraction thereof.
- B. No sick leave may be used by a new employee before completing twenty (20) workdays of assigned work.
- C. Employees who have accumulated sick leave due to previous service but who are unable to begin a new contract year because of personal illness or personal injury shall be able to draw upon such sick leave accumulated until it is depleted or until resumption of assigned work, whichever occurs sooner.

- D. After the first year of employment, there shall be an allowance of one (1) day per month up to the maximum of ten (10) days per year for ten month full time employees and twelve (12) days per year for twelve month full time employees.
- E. Accumulation of sick leave days shall be without limit.
- F. Employees who may have accumulated sick leave days under the provision of this Article and who terminate their employment with this school system for reason other than retirement shall not be compensated for unused sick leave days and shall not be carried forward in the case of subsequent reemployment by this school system. However Administrative Support Personnel employed in this district continuously for at least ten (10) consecutive years, shall, upon retirement, receive (30) dollars for each unused day of accumulated sick leave.
- G. The Board reserves the right to consider all sick leave problems extending beyond the limitations set forth herein on the merits of each individual case. Any employee whose personal illness extends beyond the period compensated under this Article shall be granted a leave of absence without pay for such time as is necessary for complete recovery, (but not to exceed twenty-four months). A substitute will be hired to replace the employee during the period of recovery if necessary. The position shall be declared vacant, and the employee terminated if the leave exceeds twenty-four (24) months.
- H. An employee shall be required to provide a doctor's certificate after an absence of ten (10) working days or if a pattern of absence is in evidence.

3.3 Leave (Illness in Immediate Family)

- A. Absence of a reasonable length of time but not to exceed five (5) days per year caused by the critical illness of member of the immediate family whose care is the direct responsibility of the employee and requiring the personal attention of the employee will be compensated by payment of the contractual salary. Requests for exceptions shall be submitted for approval to the Assistant Superintendent of Human Resources or designee.
- B. No unused days in this section may be accumulated.
- C. Absence in this Section shall be counted as sick leave and deducted under the regulations of Part 2 of this Article.

3.4 Miscellaneous Provisions Regarding Absence

- A. The chief building administrator or the administrative designee shall certify to the legitimacy of a claim for compensation for absence covered in Part 2 and 3 of this Article by entering on the payroll the dates and causes of absence due to personal illness, death in the family or death of a relative are complied with.
- B. No employee shall be absent from regular duties for causes other than personal illness, illness in the immediate family requiring the personal attention of said employee, death in the immediate family or death of a relative, except with the

prior permission of the immediate administrative supervisor and approval of the Assistant Superintendent of Human Resources or designee.

ARTICLE IV

Other Leaves

4.1 Leave (Death)

- A. Absence of not more than five (5) days per school year caused by deaths in the immediate family shall be compensated by payment of contractual salary. Requests for exceptions may be approved through the Assistant Superintendent of Human Resources.
- B. Absence of not more than three (3) days per school year for the death of an aunt, uncle, nephew, niece, or first cousin shall be compensated by payment of contractual salary.
- C. No remainder of leave days granted in the immediately preceding paragraph may be accredited or accumulated.
- D. Absence in this section shall be counted as sick leave and shall be deducted under sick leave regulations.

4.2 Absence with pay not chargeable against the employee's sick leave allowance shall be granted for the following reasons.

- A. Absence when an employee is called for jury service.* (Pay the difference of jury pay and regular pay.) (An employee called for jury duty and released shall return to work after being released, to be entitled to jury pay for that day.)
- B. Court appearance as a witness whenever an employee is subpoenaed to attend any proceeding.* (Pay difference of court fee.) (An employee called as a witness and released shall return to work after being released, to be entitled to court fee for that day.)

* Expense allowances provided by the court shall not be reimbursed to the district. Neither shall the employee be required to reimburse the district for expense allowances; jury pay or court fees if such service takes place when school is not in session.

- C. Time necessary to take the Selective Service physical examination.
- D. Personal leave days shall be allowed at the rate of two (2) days per year (July 1 to June 30) of on-the-job employment, non-accumulative. The personal leave allowance shall be one (1) day when employed after January 1. Except for emergency circumstances, personal leave shall be allowed only when the principal or other supervisory head has been notified of intended absence twenty-four (24) hours or more in advance. No personal leave days shall be allowed during the first fifty (50) days of initial employment except for emergency

approved by the Assistant Superintendent of Human Resources or designee. Employees who have used two (2) personal leave days and terminate their employment at the end of six (6) months or earlier shall have one day of personal leave pay deducted from their final check. Personal leave days shall not be allowed immediately prior to or following a holiday or vacation or on a Friday preceding a Sunday or Monday holiday or on a Monday following a Friday holiday unless approved by the Assistant Superintendent of Human Resources or designee. Personal leave may be taken in units of one-half day. Unused personal leave days shall be added to the sick leave accumulation of the employee in units of one-half day. The practice of extending holiday or vacation by combining personal leave with unpaid leave shall be disallowed.

- E. Professional Improvement Day - One day per year may be used at the employee's discretion, for personal job enhancement. Notice of intended use shall be given the supervisor following time lines and restrictions as for a Personal Leave Day.

4.3 Parental and Maternity Leaves

- A. A maternity leave shall be granted and taken by any employee pursuant to the provisions of the Sick Leave Article and to the extent required by applicable law.
 - B. The Administration may request a medical statement indicating the last day the employee is available to work and the expected date of return. Sick leave days for maternity would terminate when the doctor indicates the employee is no longer disabled.
 - C. An employee shall be entitled, upon request, to a leave of absence for up to one (1) year without pay to commence at the end of the confinement, due to childbirth, or at any time during the first year after receiving custody of an adopted child, or prior to receiving such custody if necessary in order to fulfill the requirements for adoption. The employee shall give at least two (2) weeks notice of intent to return. He/she will then return to the same position if it still exists. A temporary replacement will fill the position in the interim.
- 4.4 Military leaves of absence shall be granted to any employee who shall be inducted or shall enlist for military duty to any branch of the Armed Forces of the United States, in accordance with the requirement of the applicable law.
- 4.5 The Board shall grant a leave of absence without pay to any employee to campaign for, or serve in, an elected public office for a period not to exceed two (2) years. Upon return from serving in a full-time public office, an employee shall receive salary increments as determined by the Assistant Superintendent of Human Resources but in no case exceeding salary benefits allowable for military leave.
- 4.6 To obtain a leave of absence for any reason, an employee must file a request in writing with the Assistant Superintendent of Human Resources or designee stating the reason for the request in detail. To be eligible for a leave of absence an employee shall have served satisfactorily for a period of not less than two (2) years.
- 4.7 An employee on leave shall be given consideration to return to service in a similar

position for which the Administrative Support Personnel is qualified as determined by the Board. The Assistant Superintendent of Human Resources or designee shall be notified not less than fifteen (15) working days prior to the time when an employee desires to return to work following a leave of absence. If however, a position previously held by an employee on leave is an open position or is filled by a temporary or substitute employee, the employee wishing to return from leave shall be awarded the position previously held, within fifteen (15) working days following proper notification as specified above.

ARTICLE V

Holidays

- 5.1 The following designated days shall be recognized as holidays with pay for all Administrative Support Personnel working thirty-eight (38) or more weeks per year.

Labor Day (only granted if the equivalent of one (1) full day is worked prior to Labor Day.)

Thanksgiving

Day following Thanksgiving

Day before Christmas

Christmas Day

Good Friday p.m. (1/2 day) *

Hackley Day p.m. (1/2 day)

Memorial Day

Independence Day (if scheduled to work and paid for the day before and day after)

Administrative Support Personnel working 43-45 week positions shall be granted New Year's Day as an additional holiday.

Administrative Support Personnel working 46-48 week positions shall be granted the day before New Year's Day as an additional holiday.

ARTICLE VI

Insurance

- 6.1 The Board shall pay 100% of the premium for administrators and their eligible dependents toward, either Plan A or Plan B, for the duration of this Wage and Benefit Information Booklet.

Plan A shall consist of:

- Priority Health Medical Coverage, hearing is included, 10/30 prescription drug card
- United Health Care – Vision Care Benefit
- Met Life Dental Benefits
- Met Life Basic Term Life and AD&D

The extent of coverage shall be determined by the employee's qualification for one of the following categories:

- a. single
- b. double
- c. family

Plan B shall consist of:

- United Health Care – Vision Care Benefit
- Met Life Dental Benefits
- Met Life Basic Term Life and AD&D

Those selecting Plan B shall also be eligible for options in a dollar amount up to the Priority Health single subscriber premium. The options may be a tax deferred annuity plan. If a husband and wife are both employed by the school district, one (1) shall elect health insurance and the other shall elect options as indicated above.

- 6.2 An open enrollment period shall be provided at least once each year with an effective date of July 1.
- 6.3 The Board shall provide without cost Met Life Basic Term Life and AD&D with a value of \$40,000 for Administrative Support Personnel. The aforementioned benefits will be paid to the member's designated beneficiary.
- 6.4 Full time employees for the purposes of this contract will be defined as all persons who are employed by the school district for thirty (30) or more hours per week. Such employees qualify for full benefits. Employees who do not qualify for full time benefits, but who are employed for 20 hours or more per week, shall be entitled to one-half the benefits provided. Benefits shall not be granted to substitutes employed on a temporary basis, seasonal employees or other part-time employees.
- 6.5 All provisions of this article apply only to the Administrative Support Personnel.

ARTICLE VII

School Closing

- 7.1 Whenever the Board determines that weather conditions are such that schools will not be conducting regular classroom schedules, notice of this decision shall be communicated by radio, television, or other means, as soon as this can reasonably be accomplished. Unless specifically notified to the contrary, Administrative Support Personnel shall not be expected to report for work. If Administrative Support Personnel are expected to report for work, reasonable extra time shall be allowed for employees to report for work beyond the normal starting time.
- 7.2 Should weather conditions cause the closing of schools during the school day, employees shall remain in school until all students have been dismissed or until the employee has been released by the immediate supervisor.
- 7.3 When schools are open employees are unable to report for work because of severe inclement weather, an act of God, or their health and safety are threatened by attempting to report, such employees may utilize a personal leave day without the required twenty-four (24) hour prior notice being given. However, the employee must report any absence at the earliest possible time.
- 7.4 In case of closing when employees are not required to report for work, the following shall apply:
- A. On the first day, the employees shall not suffer any loss of pay.
 - B. On the second day, if it occurs five days or more prior to the scheduled mid-winter break period, the employees shall not suffer any loss of pay. The day shall be made up on Monday of the mid-winter break period.
 - C. On the third day, if it occurs five days or more prior to the scheduled mid-winter break period, the employee shall not suffer any loss of pay. The day shall be made up on Friday of mid-winter break period.
 - D. In the event that school is closed for more than three days, or the second and third closures occur after mid-winter break, and the employees are not required to report, then the parties shall reopen this section for discussion as soon as possible.

ARTICLE VIII

Compensation

8.1 Longevity

Longevity shall be paid after completion of years of service as indicated on Salary Schedule in a lump sum in the month in which the employee reaches their anniversary date (see Appendix A).

8.2 Wages

Salary schedules are in effect July 1 through June 30 of each year for full-time year-round employees, and contract start and end dates for the school year for short-term employees (see Appendix A).

Step increase is based upon a minimum of 1,080 clock hours per year for one (1) step and a minimum of 540 clock hours per year for one-half (1/2) step.

8.3 Advancement

Advancement under the salary schedule for advanced degrees shall be effective twice per year, either on the start date of the employee's contract or February 1, of each year provided that the employee has, by September 30 or February 28, submitted official transcripts from the college or university to the Human Resources Office.

2009-2010

The salary schedule for 2009-2010 shall be increased (.50%) a half percentage over the 2008-2009 salary schedule.

**SCHOOL & ADMINISTRATIVE SUPPORT PERSONNEL
SALARY SCHEDULE 2009/2010 WITH .50% INCREASE**

STEPS	EL	AD	BD	MD
1	18.88	21.04	23.71	24.79
1.5	19.38	21.58	24.28	25.42
2	19.86	22.08	24.82	26.00
2.5	20.35	22.63	25.44	26.65
3	20.82	23.17	26.02	27.31
3.5	21.36	23.71	26.59	27.91
4	21.86	24.25	27.15	28.51
4.5	22.35	24.77	27.74	29.12
5	22.83	25.33	28.32	29.77
5.5	23.34	25.84	28.85	30.36
6	23.82	26.35	29.42	30.94
6.5	24.28	26.87	29.99	31.58
7	24.72	27.40	30.57	32.20
7.5	25.21	27.93	31.17	32.95
8	25.67	28.46	31.78	33.53
8.5	26.13	29.00	32.41	34.19
9	26.60	29.57	33.02	34.87
9.5	27.09	30.13	33.70	35.59
10	27.59	30.71	34.34	36.28
10.5	28.09	31.30	35.03	37.01
11	28.58	31.90	35.72	37.77
11.5	28.58	32.53	36.42	38.51
12	28.58	33.16	37.11	39.28

Longevity	After 34 yrs.	\$4,460
	After 29 yrs.	\$3,570
	After 24 yrs.	\$2,678
	After 19 yrs.	\$1,781
	After 14 yrs.	\$895

