

MADEIRA CITY SCHOOLS – PRESCHOOL TEACHER SALARY SCHEDULE – 2009-10 SCHOOL YEAR

STEP	PRESCHOOL
A	38311
B	39181
C	40053
D	40525
E	42196
F	42622
G	43817
H	45057
I	46327
J	47641
K	48999
L	50387
M	51865
N	53429
O	55790

Preschool is a tuition funded program. STEP DOES NOT represent years of experience.

BENEFITS

SICK LEAVE - 15 Days annually, accumulating to 220 days. (ORC 3319.141)

SEVERANCE PAY - Upon retirement, all employees except the Superintendent, full-time administrators and the treasurer, will be paid 30% of their accumulated and unused sick leave. Such payments will not exceed 60 days of unused sick leave. Example: 220 days X 30% = 66 days; maximum allowed 60 days.

MEDICAL INSURANCE - 85% Board-financed single/family medical program of each ¹full-time employee; 50% Board-financed single/family medical program for ²part-time employees.

TERM LIFE INSURANCE - 100% Board-financed insurance policy equal to base salary (or a minimum \$40,000) for each ¹full-time employees; \$25,000 insurance policy for ²part-time employees.

DENTAL INSURANCE - 100% Board-financed single/family dental program for each ¹full-time employee; 50% Board-financed single/family dental program for each ²part-time employee.

LIABILITY INSURANCE - \$1,000,000 each claim/\$5,000,000 annual aggregate.

FLEXIBLE SPENDING ACCOUNT (FSA)- The Board currently provides for a **FSA** for all employees who work 20 or more hours per week. The plan allows you to reduce your taxable earnings by setting aside funds for unreimbursed medical expenses and dependent care expenses.

Section 125 – The Board offers **S125** to all employees who work 20 or more hours per week. S125 allows the employee to reduce their taxable income on eligible deductions that include medical, dental, and vision premiums, FSA contributions, and other insurance products that meet the IRS guidelines.

*American Fidelity administers the **FSA** and **Section 125** requirements for all eligible employees. American Fidelity meets with all eligible employees and records consent or waivers each school year*

MISCELLANEOUS INFORMATION

SUBSTITUTE TEACHER PAY – Rate of pay for Substitute Teachers is \$80 per day or \$40 per ½ day.

MILEAGE REIMBURSEMENT - All Teachers eligible for mileage reimbursement due to their teaching assignments at two or more buildings in the district are instructed to submit their request for reimbursements monthly. Mileage documentation forms should be in your school office. The rate of reimbursement is the rate approved by the Internal Revenue Service as of January 1 each year (January 1, 2008 rate is \$.515 cents per mile).

PROFESSIONAL MEETING LEAVE REQUESTS/REIMBURSEMENTS – POLICY 3243 -The Board currently has a policy regarding leave to attend professional meetings and the reimbursement of expenses incurred while attending these meetings. The forms to request professional meeting leave are in the school offices. Completed forms should be submitted to your building principal at least **30 days before** the professional meeting so that he/she may have sufficient time to submit your request to the Superintendent and Administrative team for approval. Following Administrative team approval, you will receive a copy of your request from your building principal. **No professional meeting should be attended without approval by the Superintendent and Administrative team.** While on your leave, it is **imperative to get itemized receipts (not credit card slips) for all expenses** which are approved for reimbursement (hotel, food, registration) when you return. Upon your return, you should submit a written summation of the meeting and a listing of expenses incurred, with proper documentation (receipts) attached, to your building principal for approval. He/She will, in turn, submit it to the Treasurer’s office for reimbursement/payment.

PAY PERIODS – Certified Staff employed after July 1, 2006 will be paid on a 24 pay cycle on the 1st and 15th of each calendar month.

DIRECT DEPOSITS – EMAIL NOTIFICATION – Preschool staff employed after July 1, 2006 are required to provide the Treasurer, upon their employment, the appropriate information for direct deposit of payroll proceeds and one or more email addresses for the dissemination of detailed payroll information upon the distribution of payroll proceeds, according to the annual payroll calendar published by the Treasurer.

TEACHER WORK DAYS – The Preschool staff follows the same work day calendar that is published for the Madeira City School District. Certified Preschool Staff workdays are 185 days each school year. The Board of Education adopts a calendar each year indicating student days, conference days, holidays, and professional development days. At year end any remaining calamity days over State allowance (5 days) will be made up beginning June 1.

¹Full-Time Employee - works 35 hours per week or more.

²Part-Time Employee - works 20 to 34.99 hours per week.

*THIS SALARY SCHEDULE, BY ITS ADOPTION BY THE MADEIRA BOARD OF EDUCATION AT ITS REGULAR MEETING OF **MAY 18, 2009**. RESOLUTION NUMBER (65-09) IS THE POLICY OF THIS BOARD OF EDUCATION.*