

MADEIRA CITY SCHOOLS  
 PRESCHOOL TEACHER SALARY SCHEDULE –2018-2019 SCHOOL YEAR  
 2% Base

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**Certified Preschool Teachers hired prior to 7/1/2011**

STEP	AMOUNT
A	43149
B	44613
C	45604
D	46138
E	48038
F	48523
G	49883
H	52742
I	53796
J	54234
K	55775
L	57355
M	58989
N	60764
O	63450

**Certified Preschool Teachers hired after 7/1/2011**  
**Preschool Director**

**RANGE \$20,000 - \$35,000**  
**RANGE \$52,350 - \$70,007**

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

**BENEFITS**

**SICK LEAVE** – (Policy 3432) All regular full-time employees shall earn 15 sick days annually, at 1 ¼ per month, maximum accumulation 260 days. Regular part-time employees shall be entitled to 4.6 hours of accumulated sick leave for each 80 hours of service, maximum accumulation 260 days.

**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 66 days of unused sick leave.

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

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

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

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**SUBSTITUTE TEACHER PAY** – Rate of pay for Substitute Teachers is \$86 per day or \$43 per ½ day. *Substitute Teachers are employed by Hamilton County Educational Service Center.*

**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, **for approved reimbursements you are required to get itemized receipts (not credit card slips) for all expenses** (hotel, food, registration). Upon your return, complete and sign **Professional Leave Expense Voucher**, listing expenses incurred with proper documentation (receipts) attached and submit to the Treasurer’s office for reimbursement/payment.

**TUITION REIMBURSEMENT – POLICY 3440.01**

**PAY PERIODS** – Staff will be paid on a 24 pay cycle on the 1<sup>st</sup> and 15<sup>th</sup> of each calendar month.

**DIRECT DEPOSITS – EMAIL NOTIFICATION** – Preschool staff is 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. Full time 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. Calamity days over State allowance will be made up according to the Board adopted calendar.

<sup>1</sup>Full-Time Employee - works 35 hours per week or more.

<sup>2</sup>Part-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 21, 2018**. RESOLUTION NUMBER **XX-18** IS THE POLICY OF THIS BOARD OF EDUCATION.*