

**MADEIRA CITY SCHOOLS**  
**SUPPORT SALARY SCHEDULE –2018-2019 SCHOOL YEAR**  
**2% Base**

	TREAS & ASST SUPER. ADMIN. ASST.	<sup>1</sup> PRIN. ADM. ASST./ GUIDANCE ADM.ASST.	<sup>2</sup> TEACHING AIDE/ PRIN GEN ADMIN ASST	<sup>3</sup> GEN. ADMIN. ASST.	<sup>4</sup> SPECIAL EDUCATION ASST.	<sup>5</sup> TCHR AIDE/ PRESCHOOL PROG.AIDE/ OPTIONAL KDG. AIDE
A	20.56	18.72	16.81	14.90	14.90	10.44
B	21.13	19.26	17.33	15.36	15.36	10.97
C	21.71	19.81	17.81	15.81	15.81	11.41
D	22.27	20.36	18.32	16.26	16.26	11.88
E	22.84	20.91	18.82	16.74	16.74	12.37
F	23.41	21.45	19.34	17.25	17.25	12.84
G	23.98	22.00	19.85	17.70	17.70	13.30
H	24.46	22.59	20.37	18.15	18.15	13.71
I	24.95	23.15	20.85	18.55	18.55	14.20
J	25.77	23.61	21.35	19.03	19.03	14.67
K	26.39	24.25	21.51	19.57	19.57	15.13
L	27.06	24.80	22.41	20.03	20.03	15.60
M	27.72	25.35	22.89	20.45	20.45	16.08
N	28.44	25.89	23.42	20.96	20.96	16.48
O	28.77	26.46	23.91	21.36	21.36	16.95
SUB	10.75	10.75	10.75	10.75	10.75	10.24

PAYROLL/BENEFIT COORDINATOR	RANGE \$44365 - \$74500
DIRECTOR OF FACILITIES	RANGE \$42146 - \$76500
MAINTENANCE TECHNICIAN	RANGE \$43500 - \$64141
PUBLIC RELATIONS DIRECTOR	RANGE \$37500 - \$61200
SUPERINTENDENT ADMIN. ASST.	RANGE \$40811 - \$62120

Step **DOES NOT** represent years of experience.

**LONGEVITY BONUS:** After 20 years of (30 hours per week) continuous service each employee (30 hours per week) will receive \$200 per year. After 25 years of (30 hours per week) continuous service each employee will receive \$500 per year.

<sup>1</sup>**PRINCIPAL ADMINISTRATIVE ASSISTANTS** – includes the Principals Office 1<sup>st</sup> Administrative Assistants at the elementary, middle and high school, and the Guidance Office Administrative Assistant at the high school.

<sup>2</sup>**MEDIA, HIGH SCHOOL & MUSIC TEACHING AIDES/PRINCIPALS GENERAL ADMINISTRATIVE ASSISTANTS** – includes the Elementary Media Center Teaching Aide, High School Teaching Aide, Music Teaching Aide, High School/Middle School Athletic Director Administrative Assistant, and the Principals Office 2<sup>nd</sup> Administrative Assistants.

<sup>3</sup>**GENERAL ADMINISTRATIVE ASSISTANT**- includes general administrative assistants in the buildings or central office.

<sup>4</sup>**SPECIAL EDUCATION ASSISTANT** – aide assigned to student per I.E.P.

<sup>5</sup>**TEACHER AIDE, PRESCHOOL PROGRAM AIDE, OPTIONAL KINDERGARTEN PROGRAM AIDE** - includes Media Aide, Preschool Aides, Kindergarten or other grade level Aides.

**<sup>6</sup>PAID HOLIDAYS**

July 4th (for employees working 12 months)  
 Thanksgiving Day  
 New Year's Day  
 President's Day  
 Memorial Day (for employees working 12 months)

Labor Day  
 Christmas Day  
 Martin Luther King  
 Good Friday

<sup>6</sup>**Holidays are paid** to employees whose contracts include the holiday within their contracted time, for example they are assigned to work the day before the holiday and the day after, and the holiday falls on a regular work assignment day.

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**BENEFITS AND MISCELLANEOUS INFORMATION**

**SICK LEAVE** – (Policy 4432) 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** – (Policy 4415) Upon retirement, all employees (except the Superintendent, full-time Administrators and 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>5</sup>full-time employee, 50% Board-financed single/family medical program for <sup>6</sup>part-time employees.

**TERM LIFE INSURANCE** - 100% Board-financed insurance policy equal to base salary or a minimum of \$40,000 for <sup>5</sup>full-time employees; \$25,000 insurance policy for <sup>6</sup>part-time employees.

**DENTAL INSURANCE** - 100% Board-financed single/family dental program for each <sup>5</sup>full-time employee; 50% Board-financed single/family dental program for each <sup>6</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.*

**HOME INSTRUCTION/ESY HOURLY RATE** – Flat rate of pay at **\$16 per hour**.

**MILEAGE REIMBURSEMENT** - All staff eligible for mileage reimbursement due to their 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.

**PAY PERIODS** – Support 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 DEPOSIT – EMAIL NOTIFICATION** – Support Staff 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.

**SUPPORT STAFF WORK DAYS** – Support Staff work days are dependent on your job description and individual contract (as described on the salary notice and work calendar) with the school district. 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 per the Board adopted calendar.

<sup>5</sup>Full-Time Employee - works 35 hours per week or more.

<sup>6</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# XX-187, IS THE POLICY OF THIS BOARD OF EDUCATION.***