

GENERAL McLANE SCHOOL DISTRICT

Part-Time Hourly Support Staff

Wages and Benefits

Following is a summary of wages and benefits approved by the Board of Education for part-time hourly support staff employees.

1. Definition

A. Part-time hourly support staff includes the following employees:

- Office Secretaries
- Personal Care Aides I & II
- Library Aides
- Cafeteria Helpers & Cooks Helpers
- Housekeepers

2. Wages

A. Wages will be in accordance with the attached hourly support staff wage schedule.

B. Employees will advance one year at the beginning of each school year provided they have worked a minimum of 91 days in the previous year. Employees on Board approved leaves for health, military service, or other extenuating circumstances shall retain their year increment upon their return but shall not advance to the next year unless they have met the 91 minimum working day requirement. An employee will not retain the years previously earned in the event they should voluntarily resign and subsequently return at a later date.

C. Substitutes will be compensated at Step 1 of the wage schedule except as follows:

- i. Hourly Custodian Substitutes are compensated at Housekeeper Step 1 plus \$1.00 per hour.
- ii. Non-Certified School Nurse Substitutes who hold a current LPN or RN license are compensated at Personal Care Aide II Step 1 plus \$1.00 per hour.

3. Sick Leave

A. Annual allowance of five (5) days accumulative to thirty-five (35) days.

B. No reimbursement for the accumulated days in excess of the maximum or upon termination of employment.

C. If an employee becomes sick at work after 1/3 of the normally scheduled hours have been worked, employee will be paid 1/2 day sick leave plus the actual time worked. If the employee becomes sick at work and less than 1/3 of the normally scheduled hours have been worked, employee will be paid 1 full day sick leave without compensation for the actual time worked.

4. Emergency/Personal Leave

A. Annual allowance one (1) day, accumulative to three (3) days, for the purpose of emergency or personal leave.

Notice must be given to the Superintendent and/or Business Manager four (4) days in advance for personal leave, the only exception shall be each year one (1) day may be used for an emergency at which time the notice will be waived.

No more than twenty-five (25) percent of the staff in each support group in each building may use a combination of personal or emergency days on the same date. The twenty-five (25) percent limitation shall be on a first-come-first served basis.

B. Emergency leave definition. At the request of the employee, and with the approval of the Superintendent and/or Business Manager, an employee shall be granted emergency leave as provided above, for reasons resulting from sickness in the family, childbirth, fire, legal matters and other extenuating circumstances. Emergency leave shall not be for the purpose of a vacation.

5. Holidays

A. No paid holidays for hourly employees.

6. Hospitalization, Dental, Vision or Life Insurance
 - A. The Board will not participate in the payment of premiums for insurance coverage's. Effective July 1, 2011, self payment of premiums for insurance coverage is no longer available except for those employees who have self paid for insurance coverage during the fiscal year 2010-2011. Effective July 1, 2012, the District will no longer permit the purchase of medical, dental and vision insurance coverage for those employees and dependents who are Medicare eligible.
 - B. The annual average hours per week for these positions do not exceed 30 hours per week and are not full-time positions per the Patient Protection and Affordable Care Act.

7. Job Security
 - A. All employees can assume they will be re-hired for the following school year unless otherwise notified by the end of the previous fiscal year.
 - B. No employee will lose their job or position due to illness or surgery providing employee is receiving certified medical care up to a maximum on ninety (90) working days.
 - C. All employees must meet job qualifications on an annual basis to maintain position.

8. Bereavement
 - A. Three (3) paid days per year per death of an immediate family member (father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household or any person with whom the employee has made their home); one (1) day for the day of the funeral only of a near relative (first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law). Reference: School Code, Section 1154.

9. Paid Hours
 - A. Part-time hourly employees will be paid only the actual number of hours worked. No compensation will be granted for any time accumulated during an employee lunch period.

10. Posting of Vacancies
 - A. Any openings within the School District will be posted.
 - B. All present employees will be given the opportunity to apply for any such posted positions.
 - C. Present employees will not be given preference over any other applicant for any position, but accumulated service in the District will be given consideration in the selection process.

GENERAL MCLANE SCHOOL DISTRICT
 PROPOSED PART-TIME HOURLY SUPPORT STAFF SCHEDULE
 FOR SCHOOL YEAR 2013-2014

Hourly Support Staff hired prior to July 1, 2002

GM Years	Office Secretary Library Aide	Personal Care Aide		Food Service		Housekeeper
		PCA-I	PCA-II	Cafeteria Helper	Cooks Helper	
13-14		13-14	13-14	13-14	13-14	13-14
20+	15.22	n/a	n/a	12.72	13.20	13.70
10-19	13.30	n/a	n/a	10.61	13.20	n/a

Hourly Support Staff hired after July 1, 2002

GM Years	Office Secretary Library Aide	Personal Care Aide		Food Service		Housekeeper
		PCA-I	PCA-II	Cafeteria Helper	Cooks Helper	
13-14		13-14	13-14	13-14	13-14	13-14
15+	10.75	10.50	11.50	10.35	11.10	11.15
10-14	10.65	10.25	11.25	10.20	10.90	10.95
5-9	10.55	10.00	11.00	9.95	10.70	10.75
4	9.75	9.75	10.75	9.20	9.71	10.10
3	9.50	9.50	10.50	9.00	9.52	9.85
2	9.25	9.25	10.25	8.80	9.33	9.60
1	8.50	9.00	10.00	8.60	9.15	9.35