

**MILLARD PUBLIC SCHOOLS  
EMPLOYMENT PROVISIONS  
Professional Technical Salaried (Exempt)**

**2019-20**

**SALARY SCALES:**

<b>Level</b>	<b>Position</b>	<b>Days</b>	<b>Minimum</b>	<b>Maximum</b>
A	Multimedia Communications Facilitator	261	\$48,894	\$71,111
	Warehouse Manager	261	\$48,894	\$71,111
B	Human Resource Recruiter	261	\$51,616	\$80,411
	JR ROTC Instructor I	261	\$51,616	\$80,411
	Purchasing Agent	261	\$51,616	\$80,411
C	Network Support Specialist	261	\$56,734	\$86,035
	Telecommunications Specialist	261	\$56,734	\$86,035
	JR ROTC Instructor II	261	\$56,734	\$86,035
	Transportation Manager	261	\$56,734	\$86,035
D	School Technology Facilitator I	220	\$51,911	\$78,349
E	Community Counselor	209	\$53,959	\$81,427
	School Social Worker	209	\$53,959	\$81,427
	School Technology Facilitator II	220	\$57,099	\$86,462
	Database Programmer	261	\$60,014	\$89,993
	Internal Auditor/Special Projects	261	\$60,014	\$89,993
	District Accountant	261	\$60,014	\$89,993
	CADD/GIS Analyst	261	\$60,014	\$89,993
F	Research Associate	261	\$72,585	\$110,052
	Clarke Foundation Community Facilitator	261	\$72,585	\$110,052
	Data Analyst/Visual Specialist	261	\$72,585	\$110,052
	Data Warehouse Specialist	261	\$72,585	\$110,052
G	Occupational/Physical Therapist (OTD/PT)	192	\$54,461	\$82,191
	Construction Manager	261	\$75,577	\$114,602
H	District Systems Analyst	261	\$84,912	\$128,225
	General Manager for Support Services	261	\$84,912	\$128,225
	Accounting Manager	261	\$84,912	\$128,225

**WAGE INCREASE:**

For the 2019-20 year: each employee who was employed during the 2018-19 year will receive a 2.45% wage increase above the wage received during the 2018-19 year.

**PAID LEAVE:**

At the start of each school year, each employee shall receive twelve (12) days leave (pro-rated based on FTE), and further be allowed any unused and accumulated leave from the previous year to a maximum total of eighty-seven (87) days of leave at full pay. Employees who exceed 75 days are eligible for an annual leave buy back to 75 days at the rate of \$110 per day. Paid leave shall only be used for personal illness, illness or death of a member of the employee's immediate family, and business and emergency leave, or qualifying Family Medical Leave. The rules for use of paid and unpaid leave are established in Board Policy and Rule.

Each employee who resigns or retires with at least 20 years of service and who is at least age 55 is eligible for buyback of unused paid leave at the rate of \$110 per day.

**PAID VACATION:**

Each 12-month employee shall receive vacation at the start of the school year based on her or his vacation eligibility anniversary date as follows:

- (a) First four years, 10 days;
- (b) Fifth through ninth years 15 days;
- (c) Tenth and subsequent years 20 days.

Vacation does not accrue from year to year; the maximum number of vacation days allowed is based on the employee's years of service specified above. Upon leaving employment with the District, employees shall be paid for the accrued vacation balance at the employee's daily rate of pay.

**HOLIDAYS:**

Each Twelve-month employee shall receive ten (10) paid holidays. All other employees have holidays included in the non-contract days and do not receive holiday pay. In order to be eligible for holiday pay, an employee must:

- (1) be employed by the District twenty (20) working days immediately prior to the holiday; and
- (2) work the normally scheduled hours on both the regularly scheduled work days immediately preceding the holiday and on the regularly scheduled work day immediately following the holiday, unless excused by the District for reason of illness or some other good cause.

**HOURS OF WORK:**

Each employee is to work those days and hours as requested by his or her supervisor as approved by the Human Resources Office.

**INSURANCE:**

Each employee who is employed at least 40 hours a week (full time) shall be eligible for the same amount of the annual District provided health and dental insurance premium amounts for full-time teachers; provided, the eligible employee elects participation and agrees to pay, and does pay, the remainder of the elected health premium.

Other employees shall be eligible to participate in the health and dental plans provided by the District if the employee is regularly scheduled to work at least 20 hours per week or more. For said employees, the District shall pay fifty percent (50%) of the annual District provided health insurance premium amounts for full-time teachers; provided, the eligible employee elects participation and agrees to pay, and does pay, the remainder of the elected health premium.

For each employee who voluntarily participates in the wellness plan and meets the criteria in the wellness plan in the prior year, the District shall pay an additional premium incentive designed by the District. Any newly hired employee may not be eligible to receive the additional premium incentive until the following year based on participation in the wellness plan.

The District will pay the full premium for basic \$50,000 term life coverage for benefits eligible employees. Long Term Disability Insurance shall be deducted from pay for benefit eligible employees.

Specific insurance rates and other applicable benefit details can be found on the Human Resources tab of the District's web site under Benefits Documentation.