MILLARD PUBLIC SCHOOLS
EMPLOYMENT PROVISIONS
Professional Technical Hourly (Non-Exempt)
2022-23

WAGE SCALES:

Level	Position	Days	Minimum	Maximum
A	TAP Intern	96	$14.53	$23.37
	Van Driver Student Transportation	187	$14.53	$23.37
	Job Coach / Van Driver	187	$14.53	$23.37
	Campus Security	186	$14.53	$23.37
	Middle School Ten-Month Secretary	210	$14.53	$23.37
	High School Ten-Month Secretary	215	$14.53	$23.37
B	CNA/CMA	192	$15.13	$24.28
	Elementary Ten-Month Secretary	221	$15.13	$24.28
C	Accompanist	n/a	$15.99	$25.45
	Cataloger	261	$15.99	$25.45
	High School Accounting Clerk	261	$15.99	$25.45
	Accounts Payable Assistant	261	$15.99	$25.45
	Elementary Twelve-Month Secretary	261	$15.99	$25.45
	Middle School Twelve-Month Secretary	261	$15.99	$25.45
	High School Twelve-Month Secretary	261	$15.99	$25.45
	Program Secretary	261	$15.99	$25.45
	District Receptionist	261	$15.99	$25.45
	District Duplication Clerk	261	$15.99	$25.45
	School Psychologist Secretary	261	$15.99	$25.45
	Cust. / Maint. / Food Svc. Secretary	261	$15.99	$25.45
	Transportation Secretary	261	$15.99	$25.45
	Warehouse / Media Secretary	261	$15.99	$25.45
D	Tech Support Help Desk	261	$17.29	$27.96
	Bilingual Family School Liaison I	210	$17.29	$27.96
	Bilingual Family School Liaison II	261	$17.29	$27.96
	Associate Superintendent's Secretary	261	$17.29	$27.96
	Director's & Exec. Director's Secretary	261	$17.29	$27.96
	Payroll Specialist	261	$17.29	$27.96
	District Accounting Specialist	261	$17.29	$27.96
	Student Services Secretary	261	$17.29	$27.96
	Human Resources Specialist	261	$17.29	$27.96
	Support Services Secretary	261	$17.29	$27.96
E	Exec. Secretary to the Superintendent	261	$19.36	$30.76

WAGE INCREASE:

For the 2022-23 year, each employee who was employed during the 2021-22 year will receive a 3.78% wage increase above the wage received during the 2021-22 year.

PAID LEAVE:

Each employee shall earn paid leave at a rate of 8 hours per month pro-rated based on the employee FTE. Employees who exceed 600 hours are eligible for an annual leave buy back to 600 hours at the rate of $13.00 per hour. 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 $13.00 per hour.

PAID VACATION:

Each 12 month employee shall receive vacation based on her or his vacation eligibility anniversary date as follows:

(a) First year, earned at 5 hours bi-weekly. Accrued to a maximum of 120 hours (15 days);
(b) Second and subsequent years, earned at 6.67 hours bi-weekly. Accrued to a maximum of 160 hours (20 days).

Upon leaving employment with the District, employees shall be paid for the accrued vacation balance at the employee's rate of pay.

HOLIDAYS:

Each Twelve month employee shall receive 10 paid holidays. All other employees shall receive 7 paid holidays. The employee will be given the same amount of time off with pay as equal to the hours scheduled to be worked had the day not been a holiday. 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 shall be paid for each hour or fraction thereof the employee works. Each employee required to work more than forty (40) hours in one week shall be compensated for such additional time at the rate of one and one-half of his or her normal hourly rate. Each employee is to work those hours as requested by his or her supervisor as approved by the Human Resources Office. Hours worked are to be recorded accurately by the employee.

INSURANCE:

Each employee who is employed 12 months per year and 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 employee share 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: (a) scheduled to work more than 100 days and is regularly scheduled to work at least 20 hours per week or more; or (b) scheduled to work 12 months and is regularly scheduled to work less than 40 but at least 20 hours per week; provided, the eligible employee elects participation and agrees to pay, and does pay, the employee share 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 and Long Term Disability Insurance 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.