

**Benefits Procedures for
Marlboro School District Staff**

Approved by Marlboro School Board Date: June 5, 2017

FINAL

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For the purpose of this document "professional" designates a staff member in a position requiring certification or an advanced degree in the field.

Work Year

The work year shall not exceed one hundred and eighty-two (182) days for professional classroom teachers and other Professional Staff as per request of the Marlboro School District Principal, inclusive of not less than one hundred seventy-five (175) instructional days, four (4) in service days and three (3) professional development days (7.5 hours daily). The pay scale attached refers to one hundred and eighty-two (182) contract days.

In Service and Professional Development Day

Part-time Professional Staff who do participate in professional development will participate proportional to their FTE. At the principals discretion employees may be required to participate in the whole professional development, and will be reimbursed for additional time at a flat rate of \$120.00 per diem.

Professional Development Support

Professional Staff is entitled to the following:

- I. Up to \$100 on memberships or subscriptions as approved by the Marlboro School District Principal (may be reimbursed upon presentation of receipt).
- II. Up to the current cost of a three (3) credit UVM course on School Board approved, or Professional Education Standards Board approved, training opportunities, including, but not limited to, workshops and for-credit college courses. Professional Staff contracted to work less than 60% FTE are entitled to reimbursement equal to the percentage of FTE of their current year contract. The Professional Development money shall be used within the current Fiscal Year.
- III. Reimbursement for Transportation, Lodging and Meals will follow Windham Central Supervisory Union Administration Procedures.

The Principal may recommend the school board reimburse non- professional staff for occasional professional development expenses.

Independent contractors are not entitled to this benefit.

Salary Scale

Advancement on the salary scale for Professional Staff is according to service and continued professional training. Teachers must notify the Superintendent and the Marlboro School Board of any intention of column advancement on the salary schedule (i.e., through additional professional training) by 1st of December of the year preceding that for which contracts will be issued. Appendix A

Position on the salary scale for part-time professional employees who change their fractional employment status will be re-negotiated at the time of the change.

Classroom Assistants are paid according to the Marlboro School District pay scale for these positions. Appendix B.

Pay scale for one-on-one special education assistants will be made on a case by case basis, with reference based on the agreement for the Windham Central Education Association, *Educational Support Staff Unit*. Appendix C

Bus Drivers are paid according to the Marlboro School District pay scale. Once a driver has reached the highest level on the pay scale a cost of living increase will be reviewed annually by the Board.

Health Insurance

Full-time Professional Staff benefits include coverage through Vermont Education Health Initiative/Blue Cross Blue Shield of Vermont (VEHI/BCBS). This benefit is applied according to the **level** of insurance needed: Family, Two Person, Adult and child/ren or Single person. The available benefit amount will be based on a set dollar value according to each **level**. There are four (4) VEHI plans from which the employee may choose. Depending on which plan is chosen the employee may need to contribute to the premiums or they may have a surplus that they can apply to options in the Cafeteria Plan.

Part-time Professional Staff under contract for at least 40% of full-time receive prorated benefits of full-time.

After two (2) years of service, part-time professional staff who have been employed 80% of full time will be eligible for the same coverage as full-time professional staff.

In the event that the School Board cuts a Professional Staff position, that staff member will maintain his or her current medical benefits for two (2) years or until he or she accepts other employment of at least the percentage of full-time worked at Marlboro School District. In the event that the School Board reduces the hours of a Professional Staff member his or her medical benefits will remain unchanged for two (2) years as long as he or she is employed at Marlboro School District.

Health Insurance continued.....

Non-professional staff who work full-time are be eligible to receive coverage through Vermont Education Health Initiative/Blue Cross Blue Shield of Vermont (VEHI/BCBS). The available benefit amount will be based on a set dollar value according to the Single Person level. There are four (4) VEHI plans from which the employee may choose. Depending on which plan is chosen the employee may need to contribute to the premiums or they may have a surplus that they can apply to options in the Cafeteria Plan. Also the employee may choose to pay additional premiums for Family, Two Person, Adult and child/ren plans.

Non-professional staff who work over twenty (20) hours per week will be eligible for a pro-rated benefit based on the average percentage of full-time hours they work per week.

Staff members who qualify to participate but whom prefer to acquire or to keep their health care coverage through a different group may receive Cash – in – Lieu of Benefits up to \$2500 annually, paid directly to the employee.

Currently exceptions to these outlined benefits do exist and are included on individual staff agreements.

Termination of Employment

Assistants who receive insurance benefits will be covered through the end of the month in which their employment ends. They will be offered the option of keeping their insurance current through COBRA.

Professional Staff who receive insurance benefits will be covered through their contract period, unless employment is terminated early, in which case they will be covered through the end of the month in which their employment ends. They will be offered the option of keeping their insurance current through COBRA.

Cafeteria Plan

Any employee who is eligible for health insurance is eligible for the Cafeteria Plan as administered by Future Planning Associates Inc.

Dental Insurance

Full-time and part-time professional employees who work 60% or more are eligible for the Delta Dental Plan, which is fully funded at a rate, set through VSBA.

Vermont State Teachers Retirement System

Benefit paid by the State, with an employee contribution as required and set by State Statute.

Paid Release Days

Full-time professional employees are entitled to the following:

- I) Sick days: ten (10) annually, which may accumulate from year to year up to a maximum of one hundred-twenty (120) beginning 1 September 1992.
- II) Personal days: three (3) annually, granted with prior approval of the Superintendent of Schools (or designee) not cumulative. No more than two staff members at any one time may use personal days to extend a vacation, with preference going to the first to apply. Additional staff may request leave without pay.
- II) Professional days: five (5) annually, though additional days may be granted by the Superintendent of Schools (or designee) not cumulative.
- III) Bereavement days: three (3) annually, though additional days may be granted by the Superintendent of schools (or designee) not cumulative.

Part-time Professional Staff employed at least 20% of full-time are entitled to:

Prorated paid release days. Sick days are accumulated as school days. For staff with accumulated sick days who are changing their fractional employment status, accumulated days are converted into the number appropriate to the new employment status, to the nearest whole day, up to sixty (60) maximum. Days lost by going from full-time to part-time may be restored on returning to full-time employment at Marlboro School District. *

*This sounds complicated but works in practice. For example: if a half-time teacher accumulates up to sixty (60) half-time days off; being sick for one (1) school day uses up one (1) half-time day; if that person accumulates forty-three (43) half-time days and begins teaching full-time, those forty three (43) half-time days become twenty-two (22) full-time sick days; if the teacher then accumulates forty (40) sick days at full-time, and goes back to half-time, the forty (40) become sixty (60); if the teacher then uses thirty (30) and goes back to full-time, the remaining thirty (30) days become fifteen (15), and the ten (10) "lost" by going to half-time are restored, for an accumulation of twenty-five (25).

Full-time Non-professional Staff, are entitled to the following days of paid leave per year:

Two (2) sick or personal days after thirty (30) days employment at Marlboro School District, Five (5) sick days and three (3) personal days after one year of employment. Unused sick days may be accumulated up to a maximum of 60 days, beginning September 1, 2011.

Professional days will be granted at the discretion of the Principal, who will report to the school board on the benefits to the students.

Part-time non- professional staff who work over twenty (20) hours a week will be eligible for pro-rated paid release days based on their average percentage of hours per week. These days are not accumulative.

All employees are entitled to the same bereavement days as full-time professional employees receive, on a prorated basis of full-time employment.

All employees are entitled to receive their full pay for each day's absence due to involuntary jury duty.

Unpaid Leaves

Statutory Leave

To the extent that the following statutory provisions are applicable to the Board, the Board shall comply with the requirements of the Federal Family and Medical Leave Act (FMLA) and the Vermont Parental Family Leave Act (VPFLA). Leave pursuant to each of these Acts shall be provided according to the Board's policies and practices. Pursuant to those policies and practices, whenever an employee is entitled to and/or granted paid or unpaid (disability) leave or family leave pursuant to the policies outlined below and the employee is also entitled to leave pursuant to the FMLA and/or VPFLA for the same occurrence, both the leave provided pursuant to the policies below and that which is provided pursuant to FMLA/VPFLA will be provided concurrently.

Staff members with more than two (2) years of full-time employment or three (3) years half-time employment may request leave of absence under the guidelines below.

Eligible staff members' health insurance benefits may continue unchanged for up to twelve (12) weeks. After twelve (12) weeks staff is eligible to apply for COBRA.

Pregnancy Leave

A staff member who is pregnant is permitted to continue in her regular duties as long as she is medically able to perform her full and regular duties, though she should notify the Superintendent of the pregnancy as early as determinable. The Superintendent may require periodic medical certification, in writing, from her physician attesting to her ability to perform her regular duties. At such time as the teacher is certified by her physician as no longer able to continue working, she will be entitled to go on sick leave, and such absence will be treated under the sick leave provision.

Parental Leave

Staff may request an unpaid leave of absence for up to six (6) months following the birth or adoption of a baby. Accumulated sick pay up to thirty (30) days may be received during this leave but may not be used to extend this leave beyond six (6) months.

Requests for such leaves should be made as much in advance as possible and should state the duration of the leave requested.

Family Care Leave

Staff may request an unpaid leave of absence for up to six (6) months to care for a family member who is sick and expected to need assistance for an extended period of time.

Accumulated sick pay may not be used during a leave to care for a sick family member, beyond that provided under "Statutory Leave" above, unless approved by the Board on a case by case basis. Requests for such leaves should be made as much in advance as possible and should state the duration of the leave requested.

Professional Leave

Professional Staff who have completed seven (7) contiguous years of employment may request a leave of absence without pay for up to one year. During this period they may elect to continue their health insurance coverage through COBRA. Upon return to their prior employment status they may be reimbursed up to the value of a BCBS Dual Option Single Person policy.

Appendix A: Marlboro School District Salary Schedule

| COLUMN | A | B | C | D | E | F |
|--------|----------|----------|----------|----------|----------|----------|
| DEGREE | BA | B+15 | B+30 | MA | M+15 | M+30 |
| STEP | | | | B+45 | B+60 | B+75 |
| 1 | \$39,838 | \$41,571 | \$43,304 | \$45,033 | \$46,767 | \$48,498 |
| 2 | \$41,571 | \$43,304 | \$45,033 | \$46,767 | \$48,498 | \$50,232 |
| 3 | \$43,304 | \$45,033 | \$46,767 | \$48,498 | \$50,232 | \$51,965 |
| 4 | \$45,033 | \$46,767 | \$48,498 | \$50,232 | \$51,965 | \$53,694 |
| 5 | \$46,767 | \$48,498 | \$50,232 | \$51,965 | \$53,694 | \$55,427 |
| 6 | \$48,794 | \$50,232 | \$51,965 | \$53,694 | \$55,427 | \$57,160 |
| 7 | \$50,232 | \$51,965 | \$53,694 | \$55,427 | \$57,160 | \$58,892 |
| 8 | \$51,965 | \$53,694 | \$55,427 | \$57,160 | \$58,892 | \$60,626 |
| 9 | \$53,694 | \$55,427 | \$57,160 | \$58,892 | \$60,626 | \$62,355 |
| 10 | | \$57,160 | \$58,892 | \$60,626 | \$62,355 | \$64,088 |
| 11 | | | \$60,626 | \$62,355 | \$64,088 | \$65,821 |
| 12 | | | \$62,355 | \$64,088 | \$65,821 | \$67,554 |
| 13 | | | | \$65,821 | \$67,554 | \$69,286 |
| 14 | | | | \$67,554 | \$69,286 | \$71,015 |

Appendix B: Marlboro School Pay Scale for Bus Drivers

FY18

updated 5/17

| | |
|------------------------|----------|
| Year 1 (no experience) | 19.67/hr |
| Year 2 | 20.21 |
| Year 3 | 21.03 |
| Year 4 | 22.12 |

Year 5

23.49

After 5 years, pay increases by COLA.

If we hire someone without a CDL, we reimburse for actual costs of obtaining license: training, physical, and CDL license after one month of driving for us. We pay drivers who are willing to help with training at an hourly rate.

This pay scale will be adjusted every year according to the COLA.