

**Benefits Procedures for  
Marlboro School District Staff**

**2012- 2013**

**Approved by Marlboro School Board Date: February 6, 2012**

**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.

Teachers must submit the *Approval for Credit and/or Reimbursement* Form in advance of course work, to the Marlboro School District principal who will in turn submit it to the superintendent of schools for approval.

In addition, teachers must provide proof of registration and/or payment of approved course to the payroll officer for reimbursement or for payment to institution. The teacher shall be responsible for full payment of such costs if they fail to complete the course work. Transcript or certificate of attendance must be provided as soon as available.

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 family coverage. There is **20 %** co-pay for this coverage, which is currently Blue Cross/Blue Shield Medical Insurance under the Dual Option Managed Care Plan. Staff may apply the proportional value of their health insurance benefits to a policy of their own choice, up to the cost of that policy. The policy to be so covered must be submitted to the Board for approval, and the School District will pay the insurer directly. Coverage is capped at Dual Option costs.

Part-time Professional Staff under contract for at least 40% of full-time receive prorated benefits of full-time. They will have a co-pay of **20%** of the percentage of full-time that they are employed at Marlboro School District. They may make up the difference in cost to join the Dual Option plan or they may apply the proportional value of their health insurance benefits to a policy of their own choice, up to the cost of that policy. The policy to be so covered must be submitted to the Board for approval, and the school district will pay the insurer directly. Coverage is capped at Dual Option costs.

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 over twenty (20) hours per week will be eligible for health benefits as follows:

The school will pay toward the BCBS Dual Option Single Person benefit, a percentage based on their average percentage of hours per week. For example if an assistant worked 26.25 hours per week the school would pay 75% of the Dual Option Plan. This applies to a single person policy only; employees may buy into the Two person or Family policies if they wish.

Non-professional staff who work full-time are eligible to receive fully funded BCBS Dual Option Plan single person benefit. Employees have the option of purchasing two person or family coverage.

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  
**(5%)**

## **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 whowork 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.

## **Unpaid Leaves**

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. 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**

## **Appendix B: Marlboro School Pay Scale for Classroom Assistants**



**Base Starting wage is \$9.75 per hour (March 2005)**

Add .50 per hour for every year of relevant experience up to \$15.00 per hour cap. (March 2005)

Continuing Assistants receive annual percentage rate increases, the amount of which will be determined by the school board during budget planning.

Historical Information on raises to continuing staff members:

FY2006: Fifty cent per hour raise.

FY2007: Fifty cent per hour raise.

FY2008: rate increase 3.3%

FY2009: rate increase 3.5%

FY2010: rate increase 5.5%

FY2011: rate increase 2%

FY2012: rate increase 2%