



Non-Affiliated Staff

Handbook

Effective July 1, 2022

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L'ANSE CREUSE PUBLIC SCHOOLS NON-AFFILIATED STAFF

A. Recognition

This handbook represents full-time non-affiliated staff positions working at L'Anse Creuse Public Schools.

B. Salary

Please reference individual position pages as they relate to annual salaries, based on a position's responsibility index.

C. Longevity

Technicians are awarded longevity according to the following schedule, beginning with their date of hire into the district. Payments may be split (December and April) at the choice of the employee or will be paid as one lump sum in June. The cutoff date in order to be eligible for longevity is December 31 of the current fiscal year.

9-11 years of service:	\$500
12-14 years of service:	\$700
15-19 years of service:	\$900
20+ years of service:	\$1,200

Non-affiliated staff members will receive a longevity incentive for every year of service to the district five (5) years and more, beginning with their date of hire into the district. Payments may be split (November and April) at the choice of the employee or will be paid as one lump sum in June. The cutoff date in order to be eligible for longevity is December 31 of their year of hire. Longevity payments are calculated, as listed below. Longevity payments begin in the 5th, 10th, 15th and 20th years of service on a fiscal basis.

5-9 years of service	2% of Base Salary
10-14 years of service	4% of Base Salary
15-19 years of service	6% of Base Salary
20+ years of service	8% of Base Salary

D. Performance Evaluations

Written performance evaluations are to be prepared annually.

E. Work Day/Attendance

Generally, full-time employees are scheduled to work eight (8) hours per day with an unpaid lunch period.

In the event a non-exempt employee works in excess of 40 hours in one week, they will be subject to compensatory time in accordance with and as defined by the Department of Labor. All compensatory time should be used prior to any other leave.

Regular and timely attendance is a requirement for each employee. All absences should be recorded in Frontline. Please see individual position pages for details on number of days worked, paid leaves and holidays.

F. Payouts

Upon termination of services with the school district, non-affiliated staff with more than twenty (20) sick days accumulated shall be paid for all unused days beyond the twenty (20) to a maximum payout of two hundred twenty (220) days. The rate of pay shall be thirty-five (35) dollars per day.

Upon retirement, non-affiliated staff with more than twenty (20) accumulated sick days shall be paid for all unused days beyond the twenty (20) to a maximum payout of two hundred twenty (220) days. The rate of pay shall be thirty-three percent (35%) of the non-affiliated staff's daily salary per day. Daily wages shall be computed by dividing the non-affiliated staff's total annual contract amount by their scheduled work days, less vacation and personal days allowed. The funds will be deposited into a 401a account for each individual with a company chosen by the school district. Funds will be available 30 to 60 days after retirement.

Unused Flex and Vacation leave are not eligible for payout upon separation from employment.

G. Degree Stipends

Employees may be eligible to receive a degree stipend for any degree above what an employee's job description requires. Degrees must be pre-approved by the Assistant Superintendent for Human Resources. The amounts paid to employees for degree stipends on an annual basis are listed below:

Associate's Degree:	\$1,000
Bachelor's Degree:	\$2,500
Master's Degree:	5% of base salary
Ed.S.:	3.5% of base salary
Ph.D. or Ed.D.:	Ed.S. + \$5,000

H. Salary Responsibility Index (SRI)

The maximum salary for each Nonaffiliated Staff position will be based on the current LCAA Bargaining Agreement HS Principal Max salary, multiplied by the SRI of the Nonaffiliated Staff position.

Upon initial hire, Nonaffiliated Staff may be placed on a salary step less than the maximum SRI for the position. Each year thereafter, the salary will increase by a step until the maximum SRI is reached.

I. Inclement Weather Days

All non-affiliated staff should expect to report to work unless otherwise notified by a supervisor.

J. Sick Day Buy Back

At the end of each school year, non-affiliated staff may sell back up to 10 sick days at \$60/day, but he/she cannot go below 20 days in his/her personal sick bank.

K. Mileage Reimbursement

Mileage reimbursement calculated according to established IRS rate. District form required for reimbursement.

L. Annual Training

All non-affiliated staff are required to take annual training tutorials in compliance with Board Policy and Federal Law. A reminder memo with the required tutorials is sent on a yearly basis by the Human Resources Department.

M. Leaves with Pay

I. Bereavement Days: Please review the chart below as it pertains to bereavement days.

Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above	2 days
Not listed above	1 day S/L

Leave days may be non-consecutive and must be used within eight (8) calendar days following the death unless there are extenuating circumstances. One (1) day leave(s) may be granted for funerals of others than those persons defined and will be charged to sick leave. These days will be the non-weekend days following the death. If any part of this leave occurs during a non-paid break such as summer, those days will be non-paid.

II. Absences related to Jury Duty.

In an effort to assist our office in processing pay and attendance properly for Jury Duty, please follow the steps below:

- After confirming the absence for Jury Duty (usually Jury Duty is confirmed by a phone call the evening before the reporting date), please log the absence as soon as possible in AESOP by selecting Personal Day or PTO. If no PTO time is available, this will become unpaid until documentation is submitted as outlined in the third bullet point.
- Fulfill Jury Duty commitment.
- Submit Jury Duty verification of attendance letter and payment to Deborah Demick in the Human Resources Office within one week of Jury Duty. The Human Resources Office will edit your absence reason to Jury Duty once proper documentation has been received.

- II. Vacation, personal, sick and flex days are listed under each individual position. Please note, these days are given up front but not fully earned until the year is completed. If a full year is not worked, days will be calculated on a prorated basis. If all time has been exhausted at the time of separation and a full year has not been worked, the employee will be responsible for any money owed to the district.

Vacation, Personal, and Flex Days must be used in half-day increments. Sick Leave can be used in increments of one hour.

N. Benefits

Unless otherwise noted in individual contract or individual position breakdown document, please see information below as it relates to employee insurance.

Health Insurance:	MESSA ABC 2 – 3 Tier MESSA ABC 2 – 5 Tier MESSA ABC 2 – 80/20 with 5 Tier Choices– 5 Tier (Or comparable plan)
Dental Insurance:	ADN (or comparable plan)
Optical Insurance:	VSP-2 S (or comparable plan)
Life Insurance:	Madison National Life Insurance \$250,000, with option to decline (contact the Benefits Office for further information).
Long-Term Disability:	Madison National Life Insurance
Cash in Lieu:	Employees will receive a cash option in lieu of Health Insurance in the amount of \$4,000 total, payable in monthly installments. All employees opting to receive cash in lieu instead of health insurance must provide documentation annually of health insurance prior to being eligible for this option.

O. Calendars

Please refer to individual position pages.

P. Grant Funded Positions

Some positions within this handbook are either partially or fully grant funded and may or may not be filled on an annual basis. Positions that are grant funded are notated with an asterisk

Q. Prorated Contracts/Salaries for Less than a Full Year of Service

A prorated contract/salary will be calculated for Nonaffiliated Administrators who serve in their position for less than a full year due to a hire date after July 1st based on the following formula:

Base salary, & stipends divided by number of days of scheduled work = **Daily Rate**

Daily Rate multiplied by number of days available to work = **Prorated Salary**

This handbook does not constitute an employment contract. It is to be used as a reference guide for listed positions and may be updated at any time.

Adult Education Teachers*		
Salary		
Index	0.4029 (Bachelor's Degree Schedule)	0.4105 (Master's Degree Schedule)
Step 1	\$41,911.69	\$42,702.29
Step 2	\$43,158.57	\$43,972.68
Step 3	\$44,405.44	\$45,243.07
Step 4	\$45,652.31	\$46,513.46
Step 5	\$46,899.19	\$47,783.86
Step 6	\$48,146.06	\$49,054.25
Step 7	\$49,392.93	\$50,324.64
Step 8	\$50,639.81	\$51,595.04
Step 9	\$51,886.68	\$52,865.43
Step 10	\$53,133.55	\$54,135.82
Step 11	\$54,380.42	\$55,406.22
Step 12	\$55,627.30	\$56,676.61
Step 13	\$56,874.17	\$57,947.00
Exempt Status		
This is an exempt position.		
Leave Time		
Scheduled Work Days	182	
Vacation Leave	0	
Sick Leave	11	
Personal Leave	2	
Holidays	See Current Calendar	
Jury Duty	Paid	
Calendar	High School Teacher Calendar	

Head Mechanic	
Salary	
Index	0.5834
Step 1	\$78,236.77
Step 2	\$79,060.31
Step 3	\$79,883.86
Step 4	\$80,707.40
Step 5	\$81,530.95
Step 6	\$82,354.49
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	245
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Flex Days	3
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Brender Center

Technical Director for JAPAC	
Salary	
Index	0.3907
Step 1	\$52,394.76
Step 2	\$52,946.29
Step 3	\$53,497.81
Step 4	\$54,049.34
Step 5	\$54,600.86
Step 6	\$55,152.38
Exempt Status	
This is a non-exempt position.	
Leave Time	
Scheduled Work Days	245
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Brender Center

Technical Assistant for JAPAC	
Salary	
Index	0.3343
Step 1	\$44,831.25
Step 2	\$45,303.16
Step 3	\$45,775.07
Step 4	\$46,246.98
Step 5	\$46,718.88
Step 6	\$47,190.79
Exempt Status	
This is a non-exempt position.	
Leave Time	
Scheduled Work Days	245
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Brender Center

Head Dispatcher	
Salary	
Index	0.4648
Step 1	\$62,331.93
Step 2	\$62,988.06
Step 3	\$63,644.19
Step 4	\$64,300.31
Step 5	\$64,956.44
Step 6	\$65,612.56
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	245
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Brender Center

Associate Dispatcher	
Salary	
Index	0.4351
Step 1	\$58,349.02
Step 2	\$58,963.22
Step 3	\$59,577.42
Step 4	\$60,191.62
Step 5	\$60,805.82
Step 6	\$61,420.02
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	245
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Brender Center

Assistant Dispatcher	
Salary	
Index	0.3343
Step 1	\$44,831.25
Step 2	\$45,303.16
Step 3	\$45,775.07
Step 4	\$46,246.98
Step 5	\$46,718.88
Step 6	\$47,190.79
Exempt Status	
This is a exempt position.	
Leave Time	
Scheduled Work Days	245
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Brender Center

District Nurse	
Salary	
Index	0.3343
Step 1	\$44,831.25
Step 2	\$45,303.16
Step 3	\$45,775.07
Step 4	\$46,246.98
Step 5	\$46,718.88
Step 6	\$47,190.79
Exempt Status	
This is a exempt position.	
Leave Time	
Scheduled Work Days	Based upon start of school year and end of school year; required to work ten days in addition to school calendar.
Vacation Leave	0
Sick Leave	10
Personal Leave	2
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	School Year Calendar, plus 10 days

Accounting Coordinator	
Salary	
Index	0.5834
Step 1	\$78,236.77
Step 2	\$79,060.31
Step 3	\$79,883.86
Step 4	\$80,707.40
Step 5	\$81,530.95
Step 6	\$82,354.49
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	241
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Flex Days	3
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Wheeler Center

Accountant	
Salary	
Index	0.4648
Step 1	\$62,331.93
Step 2	\$62,988.06
Step 3	\$63,644.19
Step 4	\$64,300.31
Step 5	\$64,956.44
Step 6	\$65,612.56
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	241
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Flex Days	3
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Wheeler Center

Junior Accountant	
Salary	
Index	0.4266
Step 1	\$57,209.13
Step 2	\$57,811.33
Step 3	\$58,413.53
Step 4	\$59,015.73
Step 5	\$59,617.93
Step 6	\$60,220.14
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	241
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Wheeler Center

Payroll Specialist	
Salary	
Index	0.4776
Step 1	\$64,048.48
Step 2	\$64,722.67
Step 3	\$65,396.87
Step 4	\$66,071.06
Step 5	\$66,745.25
Step 6	\$67,419.45
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	241
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Flex Days	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Wheeler Center

Staff and Student Information Systems Specialist	
Salary	
Index	0.4604
Step 1	\$61,741.87
Step 2	\$62,391.79
Step 3	\$63,041.70
Step 4	\$63,691.62
Step 5	\$64,341.53
Step 6	\$64,991.45
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	241
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Wheeler Center

Executive Assistant to the Superintendent	
Salary	
Index	0.5544
Step 1	\$74,347.73
Step 2	\$75,130.34
Step 3	\$75,912.94
Step 4	\$76,695.55
Step 5	\$77,478.16
Step 6	\$78,260.77
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	241
Vacation Leave	20
Sick Leave	11
Personal Leave	9
Flex Days	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Wheeler Center

Administrative Assistant to the Assistant Superintendent	
Salary	
Index	0.4513
Step 1	\$60,521.52
Step 2	\$61,158.59
Step 3	\$61,795.66
Step 4	\$62,432.72
Step 5	\$63,069.79
Step 6	\$63,706.86
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	241
Vacation Leave	20
Sick Leave	11
Personal Leave	9
Flex Days	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Wheeler Center

Student Support Coordinator		
Salary		
Salary	Schedule and step increment is based on the current L'Anse Creuse Education Association Collective Bargaining Agreement	
Exempt Status		
This is an exempt position.		
Leave Time		
Scheduled Work Days	Based upon start of school year and end of school year; required to work six days in addition to school calendar.	
Vacation Leave	0	
Sick Leave	9	
Personal Leave	4	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Mother, Father, Spouse, Child	5 days
	Sister, Brother, Mother-in-Law, Father-in-Law, Step relations, person living in the teacher's household	3 days
	Grandchild, Grandparent, Brother-in-Law, Sister-in-Law, Son-in-Law, Daughter-in-Law, Grandparent of an employee's Spouse	1 day
	One (1) additional day may be allowed, if necessary, and charged to PTO leave.	
Calendar	Elementary School Year Calendar	
Insurance		
Dental Insurance	MESSA Dental	
Optical Insurance	VSP-2 S (or comparable plan)	
Life Insurance	MESSA Group Term Life Insurance	
Long-Term Disability	MESSA Plan II Long-Term Disability Insurance	
Cash in Lieu	Each teacher will receive a cash option in lieu of Health Insurance in the amount of \$1200 total, payable in monthly installments. If at least 55 people select the cash option, the amount will be raised to \$2,400 total, payable in monthly installments. If at least 65 people select the cash option, the amount will be raised to \$3,600 total, payable in monthly installments.	

Community Relations Coordinator	
Salary	
Index	0.4125
Step 1	\$55,318.25
Step 2	\$55,900.55
Step 3	\$56,482.85
Step 4	\$57,065.14
Step 5	\$57,647.44
Step 6	\$58,229.74
Step 1	
This is an non-exempt position.	
Leave Time	
Scheduled Work Days	209
Vacation Leave	0
Sick Leave	7
Personal Leave	2
Flex Days	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	LCAA Calendar (may flex daily schedule to accommodate evening events)

Career Development Facilitator		
Salary		
Index	0.2912	
Step 1	\$39,051.33	
Step 2	\$39,462.40	
Step 3	\$39,873.47	
Step 4	\$40,284.53	
Step 5	\$40,695.60	
Step 6	\$41,106.67	
Exempt Status		
This is a non-exempt position.		
Leave Time		
Scheduled Work Days	182	
Vacation Leave	0	
Sick Leave	7	
Personal Leave	2	
Holidays	See Current Calendar	
Jury Duty	Paid	
Bereavement	Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law	5 days
	Grandparents, Grandchild, Live-in Family Member/Children’s Parent/Other than above	3 days
	Not listed above	1 day S/L
Calendar	High School Year Calendar	

District Safety Officer	
Salary	
Index	0.4630
Step 1	\$62,090.55
Step 2	\$62,744.13
Step 3	\$63,397.71
Step 4	\$64,051.30
Step 5	\$64,704.88
Step 6	\$65,358.47
Stipend	
After Hours Events	\$1,500/year
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	183
Vacation Leave	3
Sick Leave	11
Personal Leave	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	Safety Officer

Network Administrator	
Salary	
Index	0.5840
Step 1	\$78,317.23
Step 2	\$79,141.62
Step 3	\$79,966.02
Step 4	\$80,790.41
Step 5	\$81,614.80
Step 6	\$82,439.19
Exempt Status	
This is an exempt position.	
Leave Time	
Scheduled Work Days	245
Vacation Leave	20
Sick Leave	11
Personal Leave	5
Flex Days	5
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	52-week Non-affiliated Brender Center

Technology Specialists	
Salary	
Index	0.4266
Step 1	\$57,209.13
Step 2	\$57,811.33
Step 3	\$58,413.53
Step 4	\$59,015.73
Step 5	\$59,617.93
Step 6	\$60,220.14
Stipends	
Professional Development	\$0.50/hour (max \$2.00/hour)
Lead Tech Stipend	\$1,500
Exempt Status	
This is an non-exempt position.	
Leave Time	
Scheduled Work Days	246
Vacation Leave	20
Sick Leave	12
Personal Leave	2
Flex Days	1
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	Technician

Technician	
Salary	
Index	0.3576
Step 1	\$46,946.30
Step 2	\$47,451.10
Step 3	\$47,955.89
Step 4	\$48,460.69
Step 5	\$48,965.49
Step 6	\$49,470.29
Step 7	\$49,975.09
Step 8	\$50,479.89
Stipends	
Professional Development	\$0.50/hour (max \$2.00/hour)
Exempt Status	
This is a non-exempt position.	
Leave Time	
Scheduled Work Days	246
Vacation Leave	20
Sick Leave	12
Personal Leave	2
Flex Days	1
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	Technician

Elementary Administrative Aide	
Index	0.2206
Step 1	\$31,140.56
Exempt Status	
This is a non-exempt position.	
Leave Time	
Scheduled Weeks	41
PTO	10
Holidays	See Current Calendar
Jury Duty	Paid
Calendar	Elementary Calendar
Schedule is based upon start of school year and end of school year; required to work six days in addition to school calendar.	

LCPS TV Manager	
Salary	
Index	0.2106
Step 1	\$28,238.75
Step 2	\$28,536.00
Step 3	\$28,833.25
Step 4	\$29,130.50
Step 5	\$29,427.75
Step 6	\$29,725.00
Exempt Status	
<i>If the LCPS TV Manager holds another position in the school district, the primary position will determine the overall classification as exempt or non-exempt.</i>	
Leave Time	
Scheduled Work Days	208