



**MEMORANDUM OF SALARY SCHEDULES AND
BENEFITS FOR
SUPPORT STAFF**

**Revised and Reaffirmed
May 22, 2018**

Memorandum
of
Salary Schedules and Benefits
for
Support Personnel

This Board Memorandum describes and identifies benefits which shall apply to Support Personnel (secretaries, aides/instructional assistants, security officers and special assignment personnel and shall be applied to all such personnel without regard to race, creed, religion, color, national origin, age, sex or marital status.

Muncie Community Schools will hire only individuals who have graduated from high school or earned the equivalent.

Muncie Community Schools
2500 North Elgin Street
Muncie, IN 47303

Effective: May 22, 2018

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SUPPORT STAFF SALARIES AND BENEFITS

MEMORANDUM FOR SECRETARIES, AIDES/INSTRUCTIONAL ASSISTANTS, SECURITY OFFICERS, AND SPECIAL ASSIGNMENT PERSONNEL

This employment memorandum describes and identifies the benefits, which apply to Support Personnel. Other rights and regulations as set forth by Indiana State and Federal Law shall be respected.

INSURANCE BENEFITS

Life Insurance

The Board shall provide full-time Support Personnel a group term life insurance plan which shall pay the beneficiary the sum of fifty thousand (\$50,000) dollars. In the event of an accidental death, a sum of not less than two (2) times that amount shall be paid. The Board shall pay the full cost of the premium for those full-time employees who choose to participate, except that each participant shall pay one dollar (\$1) per year.

Liability Insurance

The Board shall provide liability insurance for full-time employees , including coverage for an employee who is authorized to transport personnel or students in the employee's personal automobile for school business.

Health Insurance

The Board shall provide each full-time employee health insurance benefits.

The Board agrees to pay the premium, minus the employee's share for each plan as set annually.

Miscellaneous Insurance

The Board shall provide each support staff member with the following additional insurance coverages:

1. Long Term Disability Insurance
2. Dental Insurance
3. Vision Care Insurance
4. Workers' Compensation per state law

In addition, support staff members shall have available dental and vision insurance for their dependents. The cost of premiums for these additional coverages shall be paid by the support staff member.

ELIGIBILITY

Participation by an individual in current group fringe benefit insurance plans shall be contingent upon acceptance by the companies involved.

ABSENCE DUE TO JURY DUTY

Support Personnel called for jury duty, and therefore obligated to miss work, shall receive regular pay. The pay received from the court for jury duty shall be returned to the Muncie Community Schools.

VACATION

Support Personnel employed on a full-time basis (12 months) who have been employed for zero (0) to five (5) consecutive years are entitled to ten (10) days vacation with pay per year. Individuals who have been employed six (6) to ten (10) consecutive years will be entitled to fifteen (15) days vacation with pay per year. Individuals employed for more than ten (10) consecutive years will be entitled to twenty (20) days vacation with pay per year. An employee's total years of experience with the Muncie Community Schools will be used when computing the number of vacation days granted for a particular appointment. To qualify for a year's experience, an employee must have worked three-fourths (3/4) of his/her assignment between the period of August 1 and July 31. Support Personnel may elect one-half (½) of vacation with pay after six (6) months of that year's appointment has been completed. All vacation rights related to a year's appointment shall be exercised within twelve (12) months following the completion of that appointment year. Vacation days must be taken at times that are approved by the immediate supervisor of the employee. "Earned" vacation leave is available during the school days on first come/first served basis if no other person in same position in same building has been approved for the same time off. **Vacation leave can never be used before it is earned.** Employees utilizing vacation must take it in full or half-day units.

HOLIDAYS

All full-time (6+ hours per day) Support Personnel will be allowed the following holidays without loss of pay:

New Year's Day
Good Friday
Memorial Day

Labor Day
Thanksgiving Day
Christmas Day

Twelve month employees will also have:

July 4th
Friday after Thanksgiving Day

Day before or after Christmas

If an employee has exhausted all benefit days and is absent the day preceding or after a holiday, the holiday pay is not paid.

BEREAVEMENT LEAVE

Five (5) consecutive working days within seven (7) calendar days of the funeral without loss of compensation shall be granted for each death in the immediate family within any given school year. "Immediate family" shall be interpreted to be spouse, child, sibling, parents or other relatives living in the same household with the employee. Additional descriptors of the above relationships shall not negate this benefit except for specific relationships in next paragraph below.

Two (2) consecutive working days within three (3) calendar days of the funeral without loss of compensation shall be granted for the death of each grandparent, grandchild, aunt, uncle, niece or nephew of employee or spouse. Additional prefix/suffix descriptors of these relationships will not negate this benefit. Documentation of date of funeral and relationship to deceased may be requested.

ANNUITY

Support Personnel are afforded the option to purchase a tax-sheltered annuity through group plans existing for school employees.

WORK SCHEDULES

Annual working calendars for all school employees will be adopted by the Board of School Trustees.

SEVERANCE

Employees with a minimum of ten (10) years of service with the Muncie Community Schools shall receive two hundred dollars (\$200) severance pay for each year of service. Years of service severance is added to each appointment starting with year eleven and thereafter. In addition, the employee shall receive forty dollars (\$40) for each unused sick leave day. If the employee should die after having served ten (10) years with the Muncie Community Schools, the benefits shall be paid to the employee's beneficiary or estate. Retirees sixty-five (65) years of age with at least five (5) years of service with the Muncie Community Schools will also receive severance benefits.

Any former employee returning to Muncie Community Schools' employment after having received severance benefits for previous service, shall not be entitled to additional severance based on their prior service for which severance has already been paid. An employee resigning and converting accumulated sick leave to severance pay shall not have their accumulated sick leave restored upon returning to Muncie Community Schools' employment.

Additional severance information is in "Sick Days" section.

FAIR LABOR STANDARDS ACT

Hours of Work

Employee working hours will be determined by one's supervisor based on one's job and its responsibilities and the overall work requirements of the corporation and the building. Non-exempt employees are discouraged from arriving at their workstations more than ten (10) minutes prior to their scheduled work hours. The normal work week for full-time employees is 30 to 40 hours per week depending on the job. Each employee is expected to report to work regularly and promptly each day. Muncie Community Schools may change normal work schedules as circumstances dictate.

Breaks

Lunch periods, which are all unpaid, may vary in length depending on the job function or work area but must be a minimum of 30 minutes. The supervisor will advise employees of the length of the regular lunch break. Lunch, or any other meal, is to be eaten in a common area or a break room (if one is provided) for health purposes. Breaks must be taken at that day's work site.

The lunch period may not be shortened in order to shorten the length of the workday unless special arrangements have been made with the supervisor to address a specific short-term situation.

During each four-hour working period, a non-exempt employee is allowed one 15-minute rest period which is limited to 15 minutes of absence from the job. The rest period is to be preceded by and followed by an extended work period; thus, it may not be used to cover any late arrival to work or early departure, nor may it be regarded as cumulative if not taken. Rest periods are to be scheduled by the supervisor who will advise an employee of the scheduled time and place for such rest periods. Breaks are to be taken at the day's work site. Employees are not required to clock in and out for a 15-minute break.

Exempt and Non-Exempt Employee Status

All employees of Muncie Community Schools, regardless of whether or not they work full or part-time, or are a regular, temporary or special projects employee, are classified as "exempt" or "non-exempt" as defined in the Fair Labor Standards Act. All employees paid by the hour are generally considered "non-exempt." This means that an employee is not exempt from either the minimum wage or the overtime provisions of the Act. To be exempt, an employee must be paid "on a salary basis" (a legal term) and be employed in a position considered "exempt" as described in the Act.

Overtime and Overtime Pay

Due to the nature of our services and the need to be responsive to our students and parents, there will be times when overtime is required of some employees. If the nature of the job classifies the employee as a "non-exempt" employee, the employee must have the advance

approval of the supervisor to work in excess of the regular work week. Non-exempt employees who work more than 40 hours in a week are eligible for overtime pay.

An employee cannot start working prior to the scheduled work time, work during one's lunch period, work after one's scheduled work time ends, or take work home, without prior permission from a supervisor or the Superintendent/designee. Be sure to record accurately all hours worked. Recording time for which an employee did not work could result in penalties up to and including dismissal.

If an employee works more than 40 hours during any week period between 12:01 AM Monday through 12:00 AM (midnight) the following Sunday, overtime pay is at the rate of one and one-half times the normal hourly pay rate. A supervisor may ask an employee to take time off during any week that the employee has worked or will work more than the regularly scheduled work day on any one day.

Upon determination by the treasurer for the school corporation, "premium pay" equaling one and one-half times one's hourly rate may be paid for work performed outside regular duties in excess of eight (8) hours within a twenty-four (24) hour period and/or in excess of forty (40) hours per week.

Exempt employees are expected to perform all aspects of the job as required, including work scheduled outside normal business hours, without overtime or compensatory time.

Timekeeping

Non-exempt employees are required to maintain an accurate record of all time worked. All MCS locations have time clocks available for use by its employees. All records shall be kept on time cards provided by Muncie Community Schools which shall, at a minimum, require the listing of the employee's name, the pay period during which the time is recorded, the hours worked (including starting and ending times), lunch breaks, and the signatures of the employee and his/her supervisor. These records are to be maintained in each location as designated by the building administrator. All time worked must be accurately recorded. Recording time for which one did not work could result in penalties up to and including dismissal.

Non-exempt employees are discouraged from arriving at their workstations more than ten (10) minutes prior to their scheduled work hours. Supervisors must take appropriate corrective action to prevent non-exempt employees from working during hours that are not authorized.

Under no circumstances may non-exempt employees work without recording their time. They may not work at home unless given prior permission by their immediate supervisor or the Superintendent/designee. Further, they must take their full lunch break and may not work during it without prior permission from their immediate supervisor or the Superintendent/designee. If anyone, even a supervisor, instructs a non-exempt employee to deviate from this policy, the non-exempt employee should immediately report the matter to the Assistant Superintendent or Superintendent/designee. Failure to do so may be grounds for discipline, up to and including dismissal, for both the supervisor and the non-exempt employee.

Dual Assignments

Non-exempt employees having two (2) separate work assignments will be paid for overtime hours worked based upon a weighted formula averaging the rates of pay for the two (2) separate assignments.

Volunteering

The Fair Labor Standards Act prohibits an employee from volunteering to perform otherwise compensable services for an employer.

Flex Time

In certain circumstances Muncie Community Schools and/or employees may need a varied work schedule to accommodate certain business or personal requirements or needs.

Employees may request the opportunity to vary their work schedules (within limits defined by Muncie Community Schools) through a schedule that varies slightly from the regular work schedule. Such requests must be made in writing, to the employee's supervisor and must clearly state the requested work schedule and reasons for the request.

Flex time will never be given, and may be rescinded, if it interferes with Muncie Community Schools' operations, other employees' job performances, or for any other reason determined by the Superintendent/designee.

Pay and Pay Frequency

Muncie Community Schools' employees are paid semi-monthly. If an employee believes there is an error in his/her paycheck, promptly contact the Assistant Treasurer-Payroll. Employees are paid the 5th and 20th of each month. If the normal pay date falls on a holiday, employees will be paid on the last work day before the holiday. Muncie Community Schools' work week is between 12:01 AM Monday through 12:00 AM (midnight) the following Sunday. Employee earnings will not be distributed to any other person unless MCS has written permission to do so.

MILEAGE

Mileage reimbursements for employees will be at the IRS rate effective each August 1.

YEARS OF SERVICE

One (1) year of service on the established salary schedule will be awarded on August 1, providing that three-fourths (3/4) of the Support Personnel's previously-established assignment has been served between the period of August 1 and July 31. Employees with comparable work experience outside of the Muncie Community Schools may have one-half (½) of that experience recognized for placement on the salary schedule. Temporary experience within the Muncie Community Schools will be recognized at the outside experience rate.

POSTING OF VACANCIES

Vacancies within a category will be publicized during the school year by posting them on Applitrack. All applications, both internal and external, must be submitted on Applitrack.

POSITION CHANGE

An employee's total Muncie Community Schools' service applies to any job held by that employee within the Muncie Community Schools, including calculation of salary and vacation time.

EVALUATIONS

All employees will be formally evaluated by the appropriate program administrators according to Muncie Community Schools Administrative Guidelines.

MATERNITY LEAVE

As provided by Federal Law.

PERSONAL DAYS

Full-time (6+ hours per day) Support Personnel shall be granted three (3) working days for personal leave. Unused leave will accumulate for sick leave benefits.

Prorated Availability of Personnel Business Days for New Hires

Hired on or before . . .	
August 1 to November 30	3 days
December 1 to March 31	2 days
April 1 to June 1	1 day

SICK DAYS

Full-time (6+ hours per day) Support Personnel will be granted eight (8) sick days per year to be used for personal illness, family illness, medical, dental or vision appointments. If an employee is absent more than three (3) consecutive workdays, a medical excuse must be provided. Support Personnel who are assigned to a twelve (12) month appointment shall be granted ten (10) sick days per year. Unused sick days may accumulate to a total equal to the number of days indicated on the employee's assignment. For eligible (part-time employees working directly with students, i.e. special education aides, instructional aides, etc.) 29 ½ hour employees hired after July 31, 2015 eight (8) sick days will be allotted. No personal days or holidays will be given.

Support Personnel assigned to regular summer school may use one (1) day of accumulated sick leave in no less than one-half (½) day units. In addition, summer school support staff shall be entitled to bereavement, court, and/or jury duty leave in accordance with the provisions of this memorandum.

Sick days may not be used in anticipation of employment termination/cessation.

ATTENDANCE

Support Personnel must enter any absence into the AESOP system by calling 1-800-942-3767 or by entering the absence online at aesoponline.com. Individual ID and PIN numbers are assigned by the Human Resources Office. If an individual is unable to enter the absence using the above method, that individual should contact the Human Resources Office.

Prorated Availability of Sick Days for New Hires

Full-time Support Personnel working less than a full year's appointment are entitled to sick days as follows:

Hired on or After	Less than 12 month employees	12 month employees
August 1	8 full days	10 full days
September 1	7 full days	8 full days
October 1	7 full days	8 full days
November 1	6 full days	8 full days
December 1	5 full days	7 full days
January 1	5 full days	6 full days
February 1	4 full days	5 full days
March 1	3 full days	4 full days
April 1	3 full days	3 full days
May 1	2 full days	3 full days
June 1	1 full day	2 full days
July 1	-	1 full day

ABSENT WITHOUT LEAVE DAYS

If a support staff employee is absent without leave days due to a personal illness, the employee shall do the following:

1. contact his/her immediate supervisor prior to being absent stating reason(s) for absence; and,
2. submit a copy of a physician's statement describing the illness to the Human Resources Office.

Employees absent without leave days will lose a day's pay for each day absent and may be subject to disciplinary action up to, and including termination for poor attendance. In addition, the employee will be invoiced, on a prorated basis, for the Board's daily insurance premium cost for each day of unpaid absence.

If absent due to family illness, the employee shall forward a written request to be absent without pay, due to family illness, to his/her immediate supervisor. This request is to be forwarded at least ten (10) working days before the anticipated absence unless the absence is due to emergency family illness. Attached to the request is to be a physician's statement indicating the family member ill, diagnosis, and prognosis. The Human Resources Office will contact the employee to discuss the requested family leave and benefits of the Family and Medical Leave Act. Written approval must be received prior to the employee taking a family illness leave. If the request meets the requirements of the FMLA, the employee will not be invoiced for insurance premiums.

Failure to follow any of the above procedures may result in termination of employment.

SICK LEAVE BANK

1. The purpose of the Sick Leave Bank is to relieve Support Personnel from undue financial burden as a result of an absence from work due to illness, injury, or incapacities sufficiently severe that would make their presence inadvisable.
2. Any support person employed for at least thirty (30) hours per week shall be eligible to become a member of the Sick Leave Bank.
3. All donated days lose their identity and become the property of the Sick Leave Bank.
4. The Bank shall be formed by voluntary participation and voluntary donations of one (1) benefit day by Support Personnel who then become members.
5. The Bank will be open for Support Personnel to become members for thirty (30) working days following the opening of school each year.

- a. New Support Personnel may become members and, if so, they will contribute for the first time. The donation must be made within thirty (30) working days following the date of employment.
 - b. Eligible Support Personnel who have been in the school corporation may become members by paying all back assessments that would have been paid had the employee joined the bank when the employee first had the opportunity to join.
6. At such time as the Sick Leave Bank account falls below fifty (50) days, an obligatory assessment of one (1) sick day shall be made upon all current members of the Bank who have sick days.
7. The Bank shall be a continuous year-to-year entity.
8. The Sick Leave Bank Committee shall consist of a representative of the secretarial staff and the Superintendent or designee.
9. The procedure to obtain use of the Sick Leave Bank is as follows:
 - a. Written application by the eligible support employee or a member of the eligible support employee's family accompanied by a physician's certificate stating the nature, length of the disability, and prognosis of the employee's condition, and if disability is the result of required or elective surgery, shall be submitted to the Superintendent or his designee.
 - b. The applicant must be a member of the Sick Leave Bank.
 - c. The Bank may be used only by the individual contributor for his/her personal illness.
 - d. Days from the Bank may be used only for those working days that the individual contributor is scheduled to work.
 - e. The applicant must use all available sick days and vacation days before application for use of the Sick Leave Bank will be approved by the Sick Leave Bank Committee. In addition, there will be a waiting period of five (5) working days after the employee's own sick days and vacation days have been used and before usage of the Sick Leave Bank will become effective. Application to the Sick Leave Bank chairperson must be made prior to the end of the five (5) day waiting period.
 - f. Application shall be acted upon within five (5) days by the entire committee, and any positive decision must be by a majority vote of the committee. The chairperson shall inform the applicant, or where advisable a member of the family, of the decision of the committee. The decision of

the Sick Leave Bank Committee shall be final.

- g. The chairperson shall report any positive committee decision to the Human Resources Office.
- h. The maximum number of days that may be granted is as follows:

Employee with 1 year experience	10 + 2 = 12 days
Employee with 2 years experience	10 + 4 = 14 days
Employee with 3 years experience	10 + 6 = 16 days
Employee with 4 years experience	10 + 8 = 18 days
Employee with 5 years experience	10 + 10 = 20 days
Employee with 6 years experience	10 + 12 = 22 days
Employee with 7 years experience	10 + 14 = 24 days
Employee with 8 years experience	10 + 16 = 26 days
Employee with 9 years experience	10 + 18 = 28 days
Employee with 10 or more years experience	10 + 20 = 30 days
- i. The maximum possible expenditure during a school year is ten thousand dollars (\$10,000). If this amount is reached at any time during a school year, the Bank will cease to operate for the remainder of the school year.
- j. Upon return to work, the member shall repay the Bank the number of days used at the rate of one (1) day per school year. Repayment will begin with the school year immediately following withdrawal of days from the Bank.
- k. If a member of the Bank retires, resigns, or for other reasons leaves the school corporation before the repayment to the Bank has been complete, the debt shall be deducted prior to the computation of severance benefits. This provision shall apply to employees drawing benefits from the Bank after January 1, 1989.
- l. Compensation provided by other employment outside of the employee's regular assignment while on sick leave will terminate use of the Sick Leave Bank.

TRANSFERS/REASSIGNMENTS

The assignment/reassignment of support staff members to positions in various schools and departments shall be made by the Superintendent or his designee.

Reassignment of support staff may be necessitated due to a decline in enrollment, personality conflict(s), or individual corporate needs. The principal, program director/supervisor, or the Assistant Superintendent may initiate a reassignment. Upon request and before the reassignment is finalized, an opportunity will be provided for the support staff member to discuss the proposed change. The final decision will be in the best interest of the Muncie Community

Schools.

SALARY/PAYS

The Muncie Community Schools will pay the employee's state-mandated retirement fund contribution for all employees whose appointment is for 3.5+ hours per day.

All employees will select from either twenty (20) or twenty-four (24) pays annually prior to the start of the appointment/contract year. Employees whose appointments go beyond the school year must use twenty-four (24) pays.

**AIDES (GEN) AND INSTRUCTIONAL ASSISTANTS (SPED)*
SALARY SCHEDULE
NON-EXEMPT POSITION**

<u>STEP</u>	<u>HOURLY RATE</u>	<u>STEP</u>	<u>HOURLY RATE</u>
0	10.44	11	11.84
1	11.03	12	11.85
2	11.65	13	11.86
3	11.70	14	11.88
4	11.72	15	11.89
5	11.75	16	11.90
6	11.78	17	11.93
7	11.79	18	12.00
8	11.80	19	12.02
9	11.81	20	12.04
10	11.83		

*An additional 5% premium will be added to the hourly pay of individuals who are employed as Instructional Assistants (SPED) working primarily with Special Education students.

Work 180 Student Attendance Days with 6 paid holidays for 186 total paid days.

Substitute Aides will be paid at \$10.44 per hour.

Substitute Instructional Assistants (SPED) will be paid at \$10.96 per hour.

**SECRETARIAL EMPLOYEES
SALARY SCHEDULE
NON-EXEMPT POSITION**

<u>STEP</u>	<u>HOURLY RATE</u>	<u>STEP</u>	<u>HOURLY RATE</u>
0	10.55	11	14.11
1	11.22	12	14.39
2	11.98	13	14.78
3	12.14	14	15.15
4	12.30	15	15.57
5	12.52	16	15.97
6	12.70	17	16.39
7	12.96	18	16.82
8	13.22	19	17.34
9	13.48	20	18.05
10	13.80	30	19.17

Less-than-12-month secretaries are paid for 185 teacher work days plus 6 paid holidays plus the number of days they are scheduled to work beyond the school year.

**SECURITY OFFICERS
SALARY, DAYS, AND HOURS
NON-EXEMPT POSITION**

\$17.15 per hour by requisition

**SUBSTITUTE TEACHERS
SALARY SCALE
NON-EXEMPT POSITION**

H.S. Graduate with less than 60 credit hours post secondary education	\$55 per day
H.S. Graduate with 60+ credit hours post secondary education	\$65 per day
Bachelor's Degree	\$80 per day
Master's Degree	\$90 per day

SPECIAL ASSIGNMENT PERSONNEL

1. **ABA CONSULTANT**
Salary \$45.00 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Day/Hours Part time as needed

2. **ACCOUNTS PAYABLE SECRETARY**
Salary \$18.05 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months

3. **ACCOUNTS RECEIVABLE SECRETARY**
Salary \$18.05 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months

4. **ADVENTURE FACILITATORS**
Salary \$90.00 day; \$45.00 per half-day (1/2) paid by requisition
Position Exempt
Days/Hours Variable

5. **APPLICATIONS ADMINISTRATOR**
Salary \$50,000 per year
Position Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months

6. **ASSISTANT TREASURER - PAYROLL**
Salary \$20.00 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months

7. **ATHLETIC TRAINER**
Salary \$31,050
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months

**SPECIAL ASSIGNMENT PERSONNEL
(CONTINUED)**

8. **AUXILLARY FLAG CORPS LEADER**
Salary \$11.38 per hour
Position Non-Exempt
Benefits None
Days/Hours Maximum of 180 hours per school year. (One (1) hour per day) Summer hours as approved by the Business Office not to exceed 75 hours.
9. **BUS DRIVER**
Salary \$13.95 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Varies
10. **CHALLENGE EDUCATION COORDINATOR**
Salary \$51,020
Position Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months
11. **CHIEF OF SECURITY**
Salary \$51,020 per year
Position Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months
12. **CREDIT RECOVERY COORDINATOR**
Salary \$35,000 per year
Position Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months
13. **CTE SPECIALIST**
Salary \$15.00 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours 191 days – 6 hours per day
14. **DETENTION MONITOR**
Salary \$15.16 per hour by requisition
Position Non-Exempt
Benefits None

**SPECIAL ASSIGNMENT PERSONNEL
(CONTINUED)**

15. DIRECTOR OF COMMUNICATIONS

Salary \$50,000 per year
Position Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months

16. DISTRICT SCHOOL NURSE

Salary \$59,080 per year
Position Exempt
Benefits Same as Support Personnel
Days/Hours 211 days - 7 hours per day

17. ELECTRONICS TECHNICIAN

Position I- Technology Working Foreman

Salary \$25.07 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months - 8 hours per day

Position IA

Salary \$20.33 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months - 8 hours per day

Position II

Salary \$16.04 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months - 8 hours per day

18. EXECUTIVE SECRETARY (TO THE SCHOOL BOARD & THE SUPERINTENDENT)

Salary \$20.32 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months

**SPECIAL ASSIGNMENT PERSONNEL
(CONTINUED)**

19. **INFORMATION TECHNOLOGY HELP DESK**
Salary \$14.00 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months
20. **INSTRUCTOR – R.O.T.C.**
Salary Base Teacher Salary (BS-O) plus military reimbursement received by
 Muncie Community Schools or the minimum instructor pay (MIP) per the
 service agreement (whichever is more)
Position Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months
21. **INTERPRETER**
Salary \$13.77 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours 191 days – 6.5 hours
22. **INTERPRETER BUS CHAPERONE**
Salary \$28.85 per hour by requisition
Position Non-Exempt
Benefits None
23. **LIFEGUARD**
Salary \$10.44 per hour
Position Non-Exempt
Benefits None
24. **NETWORK ADMINISTRATOR**
Salary \$56,000
Position Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months
25. **OCCUPATIONAL THERAPIST**
Salary \$46.00 - \$48.00 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Varies

**SPECIAL ASSIGNMENT PERSONNEL
(CONTINUED)**

26. **OCCUPATIONAL THERAPIST ASSISTANT**
Salary \$30.00 - \$38.00 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Varies
27. **PHOTOTYPESETTER**
Salary \$17.83 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months
28. **PHYSICAL THERAPIST**
Salary \$48.00 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Varies
29. **PHYSICAL THERAPY ASSISTANT**
Salary \$32.00 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Varies
30. **PRESCHOOL LEAD TEACHER**
Salary \$20,000 per year
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours 191 days/5.9 hours per day
31. **PRODUCTION PRINTER SUPERVISOR**
Salary \$24.93 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months
32. **PSYCHOLOGIST/DIAGNOSTICIAN**
Salary \$17.50 per hour by requisition
Position Non-Exempt
Benefits None

**SPECIAL ASSIGNMENT PERSONNEL
(CONTINUED)**

33. SPEECH ASSISTANT

Salary \$17.50 per hour
Position Non-Exempt
Benefits Same as Support Personnel
Days/Hours 191 days/7 hours per day

34. STUDENT ASSISTANCE COORDINATOR

Salary \$34,965 per year Elementary; \$38,000 per year Secondary
Position Exempt
Benefits Same as Support Personnel
Days/Hours 201 days – 7.5 hours per day

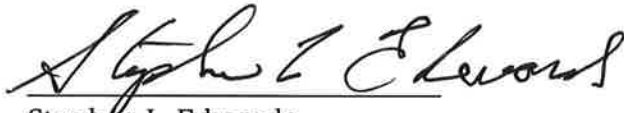
35. TRANSPORTATION COORDINATOR

Salary \$55,000 per year
Position Exempt
Benefits Same as Support Personnel
Days/Hours Full time/12 months

APPROVED MAY 22, 2018

MEMORANDUM OF SALARY SCHEDULES AND BENEFITS FOR SUPPORT PERSONNEL
MODIFICATIONS

EMERGENCY MANAGER

A handwritten signature in black ink, reading "Stephen L. Edwards". The signature is written in a cursive style with a horizontal line underneath the name.

Stephen L. Edwards
Muncie Community Schools